

Issued October 6, 1937

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UNITED STATES DEPARTMENT OF AGRICULTURE

AGRICULTURAL ADJUSTMENT ADMINISTRATION

SOUTHERN DIVISION

1937 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 105—PART I

INSTRUCTIONS FOR FILLING OUT APPLICATION FOR
PAYMENT (FORM SR-109)

(Not applicable to the wheat and grain sorghum area of Oklahoma and Texas;
Kemper County, Miss.; or Pulaski County, Ark.)

Each person applying for payment must have filed work sheets, form SR-101 (hereinafter referred to as work sheet or form 101), with the county committee covering all land in the county owned or operated by him in 1937. Every farm in the county owned or operated by each person making application for payment must be accounted for by filing either an "Application for Payment", form SR-109 (hereinafter referred to as form 109), or a "dummy" application on form 109. A "dummy" application is one which is not signed by any interested person.

Before the form 109 is prepared, it should be determined that:

1. The data shown on form SR-108, "Report of Performance" (hereinafter referred to as form 108), have been properly determined and entered (and that such data agree with those shown on the corresponding "Supplement to Farm Map", form SR-111a, if a form SR-111a was prepared).

2. If in 1937 a program is being or has been carried out on the farm in cooperation with either the Soil Conservation Service or the Resettlement Administration (now Farm Security Administration), all practices entered in section V have been approved for payment on form ACP-35, "Soil-Building Practice Report", applicable to the farm.

3. There are entered in lines 35 and 36, form 108, the work sheet serial numbers of all farms in the county owned or operated by the owner and operator, respectively, except those entered in section I of such form 108.

Prepare form 109 in triplicate (in quadruplicate if the operator is a share-tenant). The original should be sent to the State office, together with the corresponding form 108, and if applicable, the original form SR-123, "Request for Triple Superphosphate", one copy retained in the county office and one copy given to the operator (and one copy should be sent to the owner, if the operator is a share-tenant).

Instructions regarding the determination of performance are in Southern Region Bulletin 103.

Any correction in the data on the form 109 which would affect the payment to be made thereunder should be made by drawing a light line through the original entry and entering the correct data immediately above or to the left of the original entry. Any such correction must be initialed by the supervisor or committeeman executing the "Certificate of Inspection" (sec. IX), and the county committeeman executing the "Certificate of County Committee" (sec. X). If either of these persons cannot be located for the purpose of initialing any such correction, it must be initialed by another member of the county committee and a statement, signed by the county agent, attached to the form 109 setting forth the reason why the initials of the supervisor or committeeman who originally signed the form 109 could not be secured.

The per acre yield figures (except for sugarcane for sugar) and the productivity index shall be expressed in whole numbers only. Fractions amounting to half a unit or less shall be dropped and fractions amounting to more than half a unit shall be considered a whole unit.

Express all acreages to the nearest tenth of an acre and the yield per acre of sugarcane for sugar to the nearest tenth of a ton; hundredths amounting to five or less shall be dropped, and hundredths amounting to more than five shall be considered a whole tenth.

Enter the State and county code and application serial number in the space provided in the upper right corner. Form 109 and the corresponding form 108 must be given the same serial number and must cover identical land. Unless instructed otherwise by the State office, the application serial number will be determined as follows: (1) If the land covered by the form 109 is covered by a single work sheet, the application serial number will be the same as the work sheet serial number. (2) If the land covered by the form 109 is covered by more than one work sheet, the application serial number will be the same as the lowest serial number of any such work sheet.

The serial number(s) of work sheet(s) covering the land which is covered by the form 109 should be entered on the line immediately below.

Enter the names of the State and county in the spaces provided.

Section I.—Each applicant should familiarize himself with the provisions of section I because it contains the certifications made by each person applying for payment.

Section II.—Enter in the space provided the soil-conserving acreage on the farm in 1937 from line 31 of form 108, less the amount to be entered in line 8, section VI, form 109. This is the soil-conserving acreage qualifying to meet the minimum acreage requirement of soil-conserving crops for the farm in accordance with the provisions of section 17 of Southern Region Bulletin 101, as amended (hereinafter referred to as Bulletin 101).

Section III.—Enter in section III the total pounds, if any, of triple superphosphate obtained from the Agricultural Adjustment Administration, pursuant to the provisions of section 67 of Bulletin 101, and the percentage of available phosphoric acid (P_2O_5) contained in such triple superphosphate. If such triple superphosphate has been

applied for, no application for payment should be submitted before the triple superphosphate is delivered or the producer has been advised that delivery will not be made.

Section IV.—Enter in section IV the acreage of general soil-depleting crops required for home needs, which may be obtained from the entry in the box immediately below line 7, form 108.

Section V.—The information to be entered in section V is that shown in section III of form 108. The name of the operator, and of the owner if the operator is a share-tenant, should be entered in all cases. If the operator is also the owner the word "Same" should be entered in the space for the name of the owner. If either the owner or operator owns or operates no other farm in the county, the word "None" must be entered in the respective line.

Section VI.—In line 1 enter the acreage of commercial orchards on the farm on January 1, 1937, as shown in line 14, form 108.

In line 2 enter the acreage of cropland on the farm on which only one crop of commercial vegetables was grown in 1936, as shown in line 28, column N, form 101.

In line 3 enter the acreage of cropland on the farm on which two or more crops of commercial vegetables were grown in 1936, as shown in line 29, column N, form 101.

In line 4, enter the acreage of fenced non-crop open pasture land that is in excess of one-half of the cropland and which has a carrying capacity during the normal pasture season of at least one animal unit for each 5 acres. This will be obtained by subtracting one-half of the acreage in line 34, column (D), form 108, from the acreage in line 15 of form 108.

No entry should be made in line 5.

In line 6 enter the total acreage of cropland on the farm in 1937 as shown in line 34, column (D), of form 108.

In line 7 enter the soil-conserving base established for the farm in 1937, as shown in line 27, column N, of form 101.

Although the total acreage of soil-conserving crops on rice land, excluding idle or fallow rice land, is entered in line 17 of form 108, the acreage to be entered in line 8 is only that part of the acreage of soil-conserving crops on rice land which will be used to meet the minimum acreage of soil-conserving crops with respect to the rice base established for the farm. In no case should this entry exceed 25 percent of the rice base established for the farm.

No entry should be made in line 9.

If the land covered by more than one work sheet is covered by a single form 109, the entries to be made in section VI from the work sheets shall be the sum of the respective entries on the work sheets.

Section VII.—If flue-cured tobacco is not grown on the farm and another kind of tobacco is grown, strike out "Flue-cured" in the heading of column C and enter therein the name of the kind of tobacco grown. If two kinds of tobacco are grown on the farm, strike out the name of the soil-depleting base listed in either column B, D, or E, whichever one would not otherwise be used, and enter therein the name of the second kind of tobacco. If sugarcane for sugar is grown on the farm, the words "Tobacco" and "Flue-cured", in the heading of column C, should be stricken out and the word "Sugar" entered therein.

In line 1, columns B through E, enter the final adjustment of the respective base acreages shown in lines 2 through 5, column M, of form 101.

In line 2, columns B through E, enter the 1937 acreage of the respective soil-depleting crops. The acreages to be entered in line 2 shall be obtained from the respective entries in lines 7 through 12 of form 108.

In line 3, columns B through D, enter the yield per acre for each of the respective soil-depleting crops shown in lines 2 through 4, column N, of form 101. If an acreage of land on any farm was devoted to any soil-depleting crops for which no base was established for the farm in 1937, the yield per acre of such crop to be entered on the form 109 shall be the yield per acre determined by the county committee to be the normal yield per acre for such crop for similar land in the same community.

The productivity index must be entered in line 3, column E, from line 5, column N, form 101, if:

(1) The general base is in excess of the acreage required for home consumption needs and there has been diversion from the general base, or

(2) The acreage devoted to crops in the general soil-depleting base exceeds the general base or the acreage required for home consumption needs, whichever is the greater, or

(3) Rice is grown on the farm in 1937 and the planted rice acreage in the State of any rice producer interested in the production of rice on the farm exceeds 125 percent of his rice base acreage.

Otherwise, it is not necessary that the productivity index be entered.

If the land covered by more than one work sheet is covered by a single form 109, the base acreages to be entered shall be the sum of the respective soil-depleting bases shown on the work sheets covering the land covered by the form 109. In such cases, the base yields per acre of cotton, each kind of tobacco, peanuts, sugarcane for sugar, and the productivity index shall be the average of the yields per acre of cotton, each kind of tobacco, peanuts, and of the productivity indexes for such farms weighted by the applicable cotton soil-depleting bases, tobacco soil-depleting bases, peanut soil-depleting bases, acreage allotments of sugarcane for sugar and the general soil-depleting bases.

If a farm has been subdivided since form 101 was executed, each subdivision covered by a form 109 must also be covered by separate forms 101 and 108.

Section VIII.—Express all acreages of approved soil-building practices to the nearest tenth of an acre; hundredths amounting to five or less shall be dropped, and hundredths amounting to more than five shall be considered a whole tenth.

Express all units (other than acreages) of approved soil-building practices to the nearest whole number; tenths amounting to five or less shall be dropped, and tenths amounting to more than five shall be considered a whole number.

In line 1, columns H through L, enter the practice number(s) of the approved soil-building practice(s) carried out on the farm in 1937 from section V of form 108.

In line 3, columns H through L, enter in the respective column the total units of each of the practices carried out on the farm in 1937 from section V of form 108.

Lines 5 through 10 of sections VII and VIII.—The name of each producer entitled to share in any soil-depleting crop (or the proceeds thereof) grown on the farm in 1937, or who incurred expense in carrying out any approved soil-building practice on the farm in 1937, should be typed or printed in column A of one of the lines 5 through 10.

Form SR-109, supplement 1, "Continuation Sheet for Sections VII and VIII of Application for Payment", is to be used if more than six persons share in the soil-depleting crops (or the proceeds thereof) grown on the farm in 1937 or in the expense incurred in carrying out any approved soil-building practice on the farm in 1937. Each form SR-109, supplement 1, should be properly identified by the State and county code and application serial number and securely attached to the corresponding form 109.

If more than five approved soil-building practices are carried out on any farm, section VIII of the form 109 covering that farm may be extended by attaching to the right of section VIII a section VIII from another form 109, and supplement 1 to form 109, if necessary.

If, prior to the completion of harvest, a person voluntarily ceases to cultivate, sells, abandons, or through his own fault or neglect loses control of any soil-depleting crop in connection with which a class I payment is to be made, such person shall not be shown on the form 109 as having an interest in that soil-depleting crop but his successor in interest shall be shown on form 109 as the person who is entitled to such crop or to share therein in accordance with the lease or operating agreement; except that by agreement (such agreement to be indicated by their signatures on form 109) of such person and his successor in interest such acreage may be divided among them. It is to be noted that this in no way affects the eligibility of a producer to receive a class II payment.

If any person who had an interest in any soil-depleting crop on the farm in 1937 is not shown on the form 109 covering such farm for the reason that, prior to completion of harvest, such person voluntarily ceased to cultivate, sold, or abandoned or through his own fault or neglect lost control of any soil-depleting crop in connection with which a class I payment is to be made, the operator of the farm shall submit, together with the form 109, a witnessed statement setting forth—

- (1) That the statement is being made in connection with the designated application for payment under the 1937 Agricultural Conservation Program.

- (2) The date of sale or abandonment.

- (3) The circumstances in connection with such sale or abandonment.

- (4) What the interests of such person would have been but for such sale or abandonment.

- (5) The name of the successor in interest in respect of that crop.

Before approving any such application for payment, the statement must be found correct by the county committee and approved by at

least two members of the committee, after it has allowed full opportunity for the producer losing control of such crop to be heard. This statement must be securely fastened to the related form 109.

If as a result of attachment, foreclosure, or other similar legal process, any person loses possession of any soil-depleting crop in connection with which a class I payment is to be made, or the land on which such crop was planted, such person shall nevertheless be shown on form 109 as entitled to receive the class I payment with respect to such crop or to share therein, as the case may be, and the incoming producer shall not be shown as having an interest in the class I payment.

If control of a farm is lost through the expiration of a lease or operating agreement during 1937, the incoming producer shall not be shown on form 109 as having an interest in the class I payment with respect to any soil-depleting crop which is harvested, or which under normal conditions would be ready for harvest, prior to the termination of the lease or operating agreement; except that if the county committee finds that both the outgoing producer and the incoming producer have contributed to performance in 1937 with respect to the crop(s) in that soil-depleting base and they have agreed upon a division between them of the acreage of such crop(s), both of the producers shall be shown on the form 109 and their acreage shares shall be determined according to their agreement. In such cases, the producers' agreement shall be indicated by their signatures on the form 109. If such producers are unable to agree, the county committee shall recommend, subject to approval of the administrative officer in charge in the State, acting with the advice and consent of the State committee, and also subject to the approval of the Director of the Southern Division, the division of such acreage between such persons on the basis found by it to be most equitable having due regard to the measure of performance contributed by each producer, and shall support its recommendation by a letter setting forth fully the facts in the case.

Enter opposite the name of each interested person his acreage share with respect to each soil-depleting crop and his unit share with respect to each approved soil-building practice or the word "All", if applicable.

The acreage share of each person entitled to share in the soil-depleting crop(s) (or the proceeds thereof) in any soil-depleting base shall be determined in accordance with one of the methods specified in subsection (h), section 18 of Bulletin 101. Only one method may be used on any one farm even though diversion is made from two or more soil-depleting bases.

If no payment may be made with respect to any soil-depleting base, it will not be necessary that the column in which that soil-depleting base is shown be filled out below line 3; except that (1) if a deduction is to be applied against the rice payment which otherwise would be made to one of the interested persons shown on form 109, or (2) if no payment may be made with respect to the farm covered by the form 109 (whether or not a "dummy" application) each interested person's acreage share in each soil-depleting crop must be shown.

A. If diversion was made ratably by all producers on the farm and if crop(s) in each soil-depleting base established for the farm

were grown on the farm in 1937, each producer's acreage share of the 1937 acreage of each soil-depleting crop shall be entered opposite his name in the applicable column. In such cases the sum of the acreage shares entered from line 4 down in each column must equal the 1937 planted acreage entered in line 2 in that column.

B. If no acreage was devoted to the crop(s) in one or more soil-depleting bases established for the farm in 1937, or if the county committee finds that diversion was not made ratably by all producers on the farm, enter either—

(1) Each producer's acreage share of the difference between each soil-depleting base and the 1937 acreage of the crop(s) in that base (in which case the sum of the acreage shares entered from line 4 down in each column must equal the difference between lines 1 and 2 in that column) or

(2) Each producer's acreage share of each soil-depleting base determined by his contribution to that base (in which case the sum of the acreage shares entered from line 4 down in each column must equal the base acreage entered in line 1 in that column).

In cases where the farm is composed of only one producer unit and no acreage on the farm is devoted in 1937 to the crop(s) in one or more soil-depleting bases established for the farm, the acreage shares to be entered on the form 109, pursuant to paragraphs B (1) and B (2), above, may be determined by agreement of all producers on the farm, signified in the presence of at least two members of the county committee, provided the contribution of each interested person with respect to each soil-depleting base in connection with which a payment is to be made is in the same proportion that he would have shared in that soil-depleting crop (or the proceeds thereof) under the lease or operating agreement. In such cases there shall be attached to the form 109 a letter signed by at least two members of the county committee stating that there is only one producer unit on the farm and that the division of acreage is in accordance with the terms of the lease or operating agreement.

In cases where the farm is composed of only one producer unit and no acreage on the farm was devoted in 1937 to the crop(s) in one or more soil-depleting bases established for the farm and the contribution of each interested person with respect to any soil-depleting base in connection with which a payment is to be made is not in the same proportion that such person would have shared in that soil-depleting crop (or the proceeds thereof) under the lease or operating agreement, and in cases where the farm is composed of more than one producer unit and either no acreage on the farm was devoted in 1937 to the crop(s) in one or more soil-depleting bases established for the farm or the county committee finds that diversion was not made ratably, the acreage share of each producer may, subject to the approval of the administrative officer in charge or the acting administrative officer in charge in the State office, acting with the advice and consent of the State committee, be determined, pursuant to either paragraph B (1) or B (2), above, by agreement of all producers on the farm signified in the presence of at least two mem-

bers of the county committee, provided such agreement is found by the county committee to be equitable to all concerned.

If the acreage shares are determined pursuant to either paragraph B (1) or B (2) above, there shall be attached to the form 109 a statement, signed by the operator, setting forth:

1. The acreage normally planted to each soil-depleting crop on each producer unit on the farm, and
2. The acreage of each soil-depleting crop in 1937 on each such producer unit.

There shall also be attached the agreement signed by all producers on the farm, which agreement must be made in the presence of and approved by at least two members of the county committee and must contain the following certifications:

1. That the share of one or more producers in the acreage diverted in 1937 from at least one soil-depleting base differs materially from the share(s) of such producer(s) in the 1937 acreage of the crops in such base.

2. That each producer has heard the agreement read in the presence of at least two county committeemen before whom all the producers appeared (either at the same time or at different times if not practicable for all to appear at one time).

3. That each producer has a full understanding of the significance of the agreement and of the effect thereof on the payment which he will receive.

4. That each producer voluntarily enters into the agreement and certifies that no coercion was brought to bear by any person for the purpose of causing him to enter into the agreement.

There shall also be attached the approval of at least two members of the county committee which must certify that:

1. All producers on the farm appeared before the two members of the county committee whose signatures are subscribed, that the acreage share of each producer was specifically agreed upon in their presence, and that the entire agreement was read in the presence of all such producers (either at the same time or at different times if not practicable for all to appear at one time).

2. The bona fide signatures of all the producers appear in the agreement.

3. The county committee has examined all available records showing the number of tenants and croppers on the farm in the years 1936 and 1937 and that no unreasonable reduction in the number of tenants has been made. If any reduction has been made, a statement setting forth the reasons therefor and whether or not the county committee considers such reduction reasonable shall be made a part of the certification.

4. The county committee firmly believes that no producer signed the agreement because of coercion.

5. The county committee is convinced that the information contained in the agreement is correct and believes the agreement will result in an equitable distribution of the class I payment.

If the producers' acreage shares are determined pursuant to either paragraph B (1) or paragraph B (2) above and the agreement is not signed by all producers on the farm, the county committee may

recommend, subject to the approval of the administrative officer in charge in the State office, acting with the advice and consent of the State committee, and the approval of the Director of the Southern Division, its determination of the acreage share of each producer with respect to each soil-depleting base established for the farm. Such recommendation shall set forth fully the facts upon which the recommendation was based and shall be attached to the form 109.

The entries to be made in column F opposite the name of each person furnishing the workstock and equipment are as follows:

(a) If the entries in columns B through E are made pursuant to paragraph A, page 6, enter opposite each person's name in the left side of column F that acreage which represents the sum of the 1937 planted acreage of crops in those soil-depleting bases with respect to which payment is to be made (excluding tobacco and sugarcane for sugar, and excluding crops in the general soil-depleting base in the counties designated in amendment 9 to Bulletin 101) for which such person furnished the workstock and equipment. If a class I payment is to be made with respect to tobacco, enter opposite each person's name in the right side of column F the 1937 acreage of tobacco with respect to which such person furnished the workstock and equipment. In such cases the sum of the acreages entered in both sides of column F should equal the sum of the 1937 planted acreages appearing in line 2, columns B through E, with respect to which a class I payment is to be made, excluding crops in the general soil-depleting base in the counties designated in amendment 9 to Bulletin 101 and sugarcane for sugar.

(b) If the entries in columns B through E are made pursuant to paragraph B (1) above, enter opposite each person's name in the left side of column F that acreage which represents the sum of the contribution to the difference between each soil-depleting base with respect to which a class I payment is to be made (excluding tobacco, sugarcane for sugar, and crops in the general soil-depleting base in the counties designated in amendment 9 to Bulletin 101) for which such person furnished the workstock and equipment. If a class I payment is to be made with respect to tobacco, enter opposite each person's name in the right side of column F that acreage which represents the sum of the contributions to the difference between the tobacco soil-depleting base and the 1937 acreage of tobacco for which such person furnished workstock and equipment. In such cases the sum of the acreages entered in both sides of column F must equal the sum of the differences between lines 1 and 2, columns B through E, for soil-depleting bases with respect to which a class I payment is to be made, excluding crops in the general soil-depleting base in counties designated in amendment 9 to Bulletin 101 and sugarcane for sugar.

(c) If the entries in columns B through E are made pursuant to paragraph B (2) above, enter opposite each person's name in the left side of column F that acreage which represents the sum of the acreages of all soil-depleting bases with respect to which payment is to be made (except tobacco, sugarcane for

sugar, and the general base in the counties designated in amendment 9 to Bulletin 101) for which such person furnished the workstock and equipment. If a class I payment is to be made with respect to tobacco, enter opposite each person's name in the right side of column F that part of the tobacco base acreage with respect to which such person furnished the workstock and equipment. In such cases the sum of the acreage figures entered in both sides of column F must equal the sum of the base acreages appearing in line 1 with respect to which a class I payment is to be made, excluding the general base in the counties designated in amendment 9 to Bulletin 101 and the sugarcane base.

The same method used for dividing the workstock and equipment payment for the farm shall be used for dividing the land payment.

The class II payment with respect to any approved soil-building practice shall be made to the eligible person who the county committee determines incurred the expense in 1937 of carrying out the soil-building practice. If the county committee determines that two or more persons shared in the expense incurred in carrying out any approved soil-building practice, the units with respect to which such persons shared in the expense incurred shall be divided equally among them. In determining whether a person incurred the expense in carrying out any approved soil-building practice, consideration should be given to each item of expense such as purchasing seed, fertilizer, or other materials, or employing labor; to labor performed without otherwise receiving compensation therefor; and to the workstock and equipment furnished. The units with respect to which each person incurred the expense or the word "All", if applicable, should be entered opposite his name in the applicable columns H through L.

ACP-16, "Instructions on Signatures and Authorizations", is hereby made a part of these instructions. The instructions contained therein should be followed.

The signatures of the applicants should appear in lines 5a through 10a in the same order that their names appear in lines 5 through 10. Each signature must be in the original handwriting of the applicant or his duly authorized representative and should appear exactly as the name is typed or printed above in lines 5 through 10. All signatures (whether of principals, agents, witnesses, committeemen, or officials) should be in ink or indelible pencil. Traced signatures, carbon impressions, and facsimile signatures are not acceptable.

If any interested person who otherwise would share in the payment refuses to sign the form 109, a statement by such person setting forth fully his reason for refusing to sign should be attached to the form 109. If such statement cannot be obtained, there should be attached to the form 109 a statement signed by the county agent indicating the efforts which have been made to secure the signature and statement of such producer. If, for any other reason, the signature of any interested person who otherwise would share in the payment cannot be obtained, a statement of the reason for the failure of such person to sign should be written in the line where he would have signed and be initialed by the county agent. Payment may be made later to any such producer if, within the time limit for accept-

ing applications, he submits an application on a form 109 properly executed by him.

The name and signature of a person on form 109 or any related paper for and on behalf of himself should be in the form in which he customarily signs business documents.

The signatures of cosigners (joint owners or joint operators) on form 109 or any related paper should be signed by each cosigner as an individual.

Example: JOHN H. DOE.
 WILL DOE.

The signature of a sole proprietor on Form 109 or any related paper for and on behalf of a business owned solely by himself should indicate the name of the business immediately above his signature and the fact that he is the sole proprietor.

Example: X Y Z Co.
 By JOHN H. DOE,
 Sole proprietor.

Where form 109 or any related paper is signed in a representative or fiduciary capacity, the person signing should indicate the principal or the estate, as the case may be, and the capacity in which he signs. The signature should be in the following form:

A. An agent or attorney-in-fact:

- (1) JOHN H. DOE,
 By RICHARD ROE, agent (or attorney-in-fact).
- (2) JONES & SMITH, a partnership,
 By RICHARD ROE, agent (or attorney-in-fact).
- (3) A B C Co., INC.,
 By RICHARD ROE, agent (or attorney-in-fact).

B. An executor:

JOHN H. DOE, executor of the estate of Richard Roe, deceased.

C. An administrator:

JOHN H. DOE, administrator of the estate of Richard Roe, deceased.

D. A guardian or committee:

JOHN H. DOE, guardian (or committee) of the estate of Harry Roe, minor (or incompetent).

E. A receiver or liquidator:

JOHN H. DOE, receiver (or liquidator) of A B C Co., Inc.

F. Trustee:

JOHN H. DOE, trustee for the heirs of Richard Roe, deceased.

G. A State, county, or municipal officer:

Chatham County, Ga.,

By JOHN H. DOE, county commissioner.

H. A Federal officer:

Such officer must indicate his exact title.

I. A member of a partnership:

SMITH & JONES,

By JOHN SMITH, a partner.

J. An officer of a corporation:

A B C Co., INC.,

By RICHARD ROE, president (or other duly authorized officer).

The full mail address of each applicant and the date of his signature should be shown in the spaces provided.

Each signature by mark must be witnessed by one disinterested person whose signature must be in the original and handwritten. It is not required that signatures be witnessed unless they are made by mark.

Section IX.—The person signing as supervisor or committeeman must not be a near relative of any interested person shown on form

109 or have any sort of financial interest in the farm covered by the form 109. The date the supervisor or committeeman approves the application should be entered in the space provided.

Section X.—The county committee is charged with the responsibility of determining that a person who signs an application for payment in a representative capacity has the proper authority so to act. The execution of the "Certificate of County Committee" shall constitute a certification of the county committee by a member thereof that the person who signs the application in a representative capacity does possess the necessary authority so to act. In the event the community and county committees do not have the personal knowledge that such representative has the necessary authority, they should require such person to show proper evidence of his authority. (See ACP-16 as to what constitutes acceptable evidence of such authority.) No written evidence of such authority need be attached to the application.

The county committee shall not approve payment to any producer who it finds

- (1) Has adopted any practice which tends to defeat any of the purposes of the 1937 Agricultural Conservation Program, or
- (2) Has, through any device or scheme or in any other manner indicated in section 19 of Southern Region Bulletin 101, offset performance with respect to which payment would otherwise be made.

If any such producer insists upon the submission of his application, the county committee shall submit his application unapproved by it to the State committee, together with a report containing all available facts, information, and forms regarding the performance on all farms involved, and any statement such producer may file, with its request that appropriate disposition be made and, if necessary, that the case be referred to the Washington office for the formulation of an appropriate rule if required for the proper administration of the law.

After the county committee has approved form 109, one member of that committee should sign in the space indicated, showing the recommendation of the committee, at which time the date should be entered in the space provided.

The "Certificate of County Committee" should not be executed prior to the time the form is signed by the applicant(s).

The same person shall not sign both the "Certificate of Inspection" and the "Certificate of County Committee."

Section XI.—If the county agent finds the form 109 to be in proper form, he should affix his signature and enter the date in the spaces provided.

If the county agent desires to delegate to the assistant county agent or the assistant in agricultural conservation employed in his office the duty of approving applications for payment and related documents, which such assistant finds to be in proper form, he may do so by executing in quadruplicate an authorization in writing and delivering the original and one copy to the State office, handing one copy to the person so designated, and retaining the other copy in

the county agent's files. This authorization should be substantially in the following form:

I, county agricultural extension agent for the County of _____, State of _____, do hereby authorize _____, assistant county agent (or assistant in agricultural conservation) now employed in my office, in my stead to approve applications for payment and related documents and affix his signature to such documents and indicate his title thereon whenever he finds them to be in proper form. This authorization is to remain in effect while such person is employed in my office, unless sooner canceled or revoked by me in writing.

Following is a specimen of the signature of said assistant county agent (or assistant in agricultural conservation): _____

If cancellation or revocation of this authorization is necessary, it will be accomplished by notifying the State office in writing that this authorization is thereby canceled or revoked and by filing in the records of this office a copy of such notice and handing a copy to such person if he is then employed in my office.

Dated _____.

(County agent)

The signatures of the applicant(s) in section VII, the supervisor or committeeman in section IX, the county committeeman in section X, and the county agent (or his duly authorized assistant) in section XI, must be properly executed on both the copy of the form 109 forwarded to the State office and on the copy retained in the county office.

Before submitting forms 109 to the State office, the county office should determine that:

- (1) All data have been correctly entered on form 109.
- (2) All alterations and erasures have been properly initialed.
- (3) Either an application for payment or a "dummy" application has been made covering each farm in the county owned or operated by the owner and operator, respectively, shown on form 109.
- (4) Each interested person has signed the form 109 or there is a proper explanation as to why he has not done so.
- (5) All signatures of interested persons are genuine and agree with their names as printed or typed in line 5 and subsequent lines.
- (6) The corresponding form 108 and, if applicable, form 123 are attached.

Form SR-115, "Transmittal Sheet", should be prepared in quadruplicate and each transmittal sheet numbered consecutively. The original should be mailed to the State office under separate cover, two copies placed in the shipment of forms 109, and one copy retained in the county office. Application serial numbers prefixed by the same letter, if that system of numbering is used, should be listed together, but separate sheets are not required for different prefix letters. Insofar as possible, forms 109 for each applicant should be listed numerically. Forms 128 and 155 shall not be listed on the same transmittal sheet with forms 109 but only one series of transmittal sheet numbers will be used by each county for transmitting forms 109, 128 and 155 to the State office. The State office will issue further instructions relative to the transmittal of forms 109 to that office.

**INSTRUCTIONS APPLICABLE ONLY TO RICE FARMS IN ARKANSAS,
LOUISIANA, AND TEXAS**

In all cases where rice is grown on the farm:

1. The heading of any column B through E, form 109, which would not otherwise be used shall be stricken out and the word "Rice" entered therein. (Where no peanut base is established for the farm, column D should be used.)

2. Each producer's share of such rice acreage, determined pursuant to Part III, Revised, of Southern Region Bulletin 102, shall be entered opposite his name in one of the lines 5 through 10, but shall not be included in any of the entries in column F or G.

3. In the left margin beside the name of each such rice producer there shall be entered that producer's serial number established by the State committee, which shall be the "Producer's Serial No." shown on the form ACP-33 executed by him.

4. It is not necessary that any such producer who is interested only in the production of rice on the farm sign the application.

5. Before submitting such forms 109 to the State office the county office shall determine that the above-indicated data have been correctly entered and there is an additional copy of form 108 attached.

Issued October 6, 1937, with the approval of the Administrator.

Issued December 2, 1937

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM
SOUTHERN REGION BULLETIN 105 - PART I
Amendment 1

Part I of Southern Region Bulletin 105 is hereby amended as follows:

I

The second paragraph on page 4 is amended by adding at the end thereof the following:

If no acreage was devoted to the crop(s) in any soil-depleting base established for the farm, a zero must be entered in line 2 in that column and, in such cases where the application is a no-payment application, there must be entered in line 5 and subsequent lines opposite the name of each interested person the percentage share of such crop(s) to which he would have been entitled under the terms of the lease or operating agreement, if the crop(s) designated in the heading of that column had been planted.

II

The last paragraph on page 4 is amended by adding at the end thereof the following:

If practice No. 11 is entered and triple superphosphate was furnished with respect to the farm pursuant to the provisions of section 67 of Bulletin 101, there must be attached to the Form 109 a statement, signed by the operator and approved by at least two members of the county committee, indicating whether any of the superphosphate included in line 3 under Practice No. 11 was furnished by the Agricultural Adjustment Administration.

III

The first paragraph beginning on page 10 is amended by adding at the end thereof the following:

If the application is a no-payment application the entire acreage devoted to soil-depleting crops in 1937 (excluding rice, sugarcane for sugar, and general crops in the counties designated in Amendment 9 to Bulletin 101) must be included in both column F and column G.

IV

The second paragraph beginning on page 10 is amended by adding at the end thereof the following:

If soil-depleting crops are grown on a farm, a person must be shown as sharing in the soil-depleting crops grown on the farm in order to be eligible to be shown as having carried out approved soil-building practices on the farm, unless

(1) It is shown that such person at some time during 1937 had an interest in the soil-depleting crop(s) grown on the farm but such person is not shown on the Form 109 for the reason that prior to the completion of harvest such person voluntarily ceased to cultivate, sold or abandoned, or through his own fault or neglect lost control of his interest in the soil-depleting crop(s) grown on the farm (where a person is shown as having carried out approved soil-building practices on the farm and such person is not shown as being interested in any soil-depleting crop grown on the farm and there is a soil-depleting crop shown on Form 109 from which no diversion was made and consequently no division of acreage has been shown in line 5 and subsequent lines, Form 109, there must be attached to the Form 109 a statement as to whether the producer in question was interested in such crop(s)), or

(2) There is attached to the Form 109 a statement signed by such person and approved by at least two members of the County Committee showing that such person became a producer on the farm after the expiration of a lease or operating agreement during 1937.

If no soil-depleting crops are grown on the farm and any person is shown as having carried out approved soil-building practices on the farm, such person must be either the owner or the operator of that farm or a statement signed by such person and approved by at least two members of the County Committee should be attached to the Form 109 setting forth such person's relationship to the farm in order that it may be determined whether such person is an eligible producer.

Issued December 2, 1937, with the approval of the Administrator.

I. W. Duggan

I. W. Duggan,
Acting Director, Southern Division,
Agricultural Adjustment Administration.

Issued January 31, 1938

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 105 - PART I
Amendment 2

Part I of Southern Region Bulletin 105 is hereby amended
as follows:

The first paragraph on page 4 of Southern Region Bulletin
105, Part I, which reads as follows:

"In line 1, columns B through E, enter the final
adjustment of the respective base acreages shown in lines
2 through 5, column M, of Form 101."

should have the following added thereto:

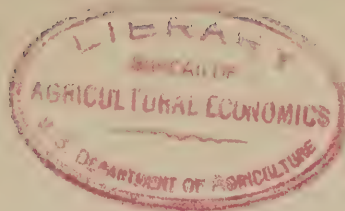
" **** except that for Forms 109 showing entries with re-
spect to sugarcane for sugar, the sugarcane base in line
1, column C, shall be expressed to the nearest tenth of
an acre and shall be the acreage entered in line 12, Form
108, but in no case shall the sugarcane base exceed the
total cropland for the farm less the general base, or that
part of the general base necessary for the production of
food and feed crops required for home consumption needs,
whichever is the smaller."

Issued January 31, 1938, with the approval of the Admin-
istrator.

I. W. Duggan

I. W. Duggan,
Acting Director, Southern Division
Agricultural Adjustment Administration

SRB-105, PART I
Amendment 3



Issued August 1, 1938.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 105 - PART I
Amendment 3

The instructions with reference to filling out section XI of the application for payment (Form SR-109) are amended as follows:

Effective as regards applications for payment under the 1937 Agricultural Conservation Program certified by county committees subsequent to June 1, 1938 section XI of such applications must be signed by the secretary of the county agricultural conservation association or, if the county agent is serving as such secretary, by the county agent or his assistant duly authorized by him to pass upon such applications. In those cases where the county agent is not also the secretary of the county agricultural conservation association, strike out the title "County agent" and insert in lieu thereof the title "Secretary".

Issued August 1, 1938, with the approval of the Acting Administrator.

I. W. Duggan,
Director, Southern Division,
Agricultural Adjustment Administration.

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SOUTHERN DIVISION

1937 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 105—PART II

INSTRUCTIONS FOR FILLING OUT APPLICATION FOR
PAYMENT (FORM SR-109)

(Applicable only to the wheat and grain sorghum area of Oklahoma and Texas)

Each person applying for payment must have filed "Work Sheets", form SR-101 (hereinafter referred to as work sheet or form 101), with the county committee covering all land in the county owned or operated by him in 1937. Every farm in the county owned or operated by each person making application for payment must be accounted for by filing either an "Application for Payment", form SR-109 (hereinafter referred to as form 109), or a "dummy" application on form 109. A "dummy" application is one which is not signed by any interested person.

Before the form 109 is prepared, it should be determined that—

1. The data shown on form SR-113, "Report of Performance for the Wheat and Grain Sorghum Area" (hereinafter referred to as form 113), have been properly determined and entered (and that such data agree with those shown on the corresponding "Supplement to Farm Map", form SR-111a, if a form SR-111a was prepared).

2. If in 1937 a program is being or has been carried out on the farm in cooperation with either the Soil Conservation Service or the Resettlement Administration (now Farm Security Administration), all practices entered in section V have been approved for payment on form ACP-35, "Soil-Building Practice Report", applicable to the farm.

3. There are entered in lines 43 and 44, form 113, the work sheet serial numbers of all farms in the county owned or operated by the owner and operator, respectively, except those entered in section I of such form 113.

Prepare form 109 in triplicate (in quadruplicate if the operator is a share-tenant). The original should be sent to the State office, together with the corresponding form 113 and, if applicable, the original form SR-123, "Request for Triple Superphosphate", one copy retained in the county office and one copy given to the operator

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(and one copy should be sent to the owner, if the operator is a share-tenant).

Instructions regarding the determination of performance are in Southern Region Bulletin 104.

Any correction in the data on the form 109 which would affect the payment to be made thereunder should be made by drawing a light line through the original entry and entering the correct data immediately above or to the left of the original entry. Any such correction must be initialed by the supervisor or committeeman executing the "Certificate of Inspection" (section IX), and the county committeeman executing the "Certificate of County Committee" (section X). If either of these persons cannot be located for the purpose of initialing any such correction, it must be initialed by another member of the county committee and a statement, signed by the county agent, attached to the form 109 setting forth the reason why the initials of the supervisor or committeeman who originally signed the form 109 could not be secured.

The per-acre-yield figures and the productivity index shall be expressed in whole numbers only. Fractions amounting to half a unit or less shall be dropped and fractions amounting to more than half a unit shall be considered a whole unit.

Express all acreages to the nearest tenth of an acre; hundredths amounting to five or less shall be dropped, and hundredths amounting to more than five shall be considered a whole tenth.

Enter the State and county code and application serial number in the space provided in the upper right corner. Form 109 and the corresponding form 113 must be given the same serial number and must cover identical land. Unless instructed otherwise by the State office, the application serial number will be determined as follows: (1) If the land covered by the form 109 is covered by a single work sheet, the application serial number will be the same as the work-sheet serial number. (2) If the land covered by the form 109 is covered by more than one work sheet, the application serial number will be the same as the lowest serial number of any such work sheet.

The serial number(s) of work sheet(s) covering the land which is covered by the form 109 should be entered on the line immediately below.

Enter the names of the State and county in the spaces provided.

Section I.—Each applicant should familiarize himself with the provisions of section I because it contains the certifications made by each person applying for payment.

Section II.—Enter in the space provided the soil-conserving acreage on the farm in 1937 from line 26 of form 113. This is the soil-conserving acreage qualifying to meet the minimum acreage requirement of soil-conserving crops for the farm in accordance with the provisions of section 17 of Southern Region Bulletin 101, as amended (hereinafter referred to as Bulletin 101).

Section III.—Enter in section III the total pounds, if any, of triple superphosphate obtained from the Agricultural Adjustment Administration, pursuant to the provisions of section 67 of bulletin 101, and the percentage of available phosphoric acid (P_2O_5) contained in such triple superphosphate. If such triple superphosphate has been applied for, no application for payment should be submitted before

the triple superphosphate is delivered or the producer has been advised that delivery will not be made.

Section IV.—Enter in section IV the acreage of general soil-depleting crops required for home needs, which may be obtained from the entry in the box immediately below line 8, form 113.

Section V.—The information to be entered in section V is that shown in section III of form 113. The name of the operator and of the owner if the operator is a share-tenant, should be entered in all cases. If the operator is also the owner the word "Same" should be entered in the space for the name of the owner. If either the owner or operator owns or operates no other farm in the county, the word "None" must be entered in the respective line.

Section VI.—In line 1 enter the acreage of commercial orchards on the farm on January 1, 1937, as shown in line 13, form 113.

In line 2 enter the acreage of cropland on the farm on which only one crop of commercial vegetables was grown in 1936, as shown in line 28, column N, form 101.

In line 3 enter the acreage of cropland on the farm on which two or more crops of commercial vegetables were grown in 1936, as shown in line 29, column N, form 101.

In line 4 enter the acreage of fenced noncrop open pasture land that is in excess of one-half of the cropland and which has a carrying capacity during the normal pasture season of at least one animal unit for each 5 acres. This will be obtained by subtracting one-half of the acreage in line 31, column D, form 113, from the acreage in line 14 of form 113.

No entry should be made in line 5 in counties outside the wind-erosion area.

In counties in the wind-erosion area, enter in line 5 the acreage of cropland on which the county committee determined that wheat has blown out in 1936 or 1937, that wheat or other crops failed in 1937, or that such land was abandoned because conditions were not favorable to obtaining a natural or seeded vegetative cover, and that the vegetative cover and trash have disappeared to the extent that such land was susceptible to wind erosion in 1937. The acreage entered in line 5 must not include any acreage diverted for payment in 1937 and must not exceed the total acreage of cropland on the farm less the sum of the acreages diverted for payment in 1937 and the soil-conserving base for the farm.

In line 6 enter the total acreage of cropland on the farm in 1937 as shown in line 31, column D, of form 113.

In line 7 enter the soil-conserving base established for the farm in 1937, as shown in line 27, column N, of form 101.

No entry should be made in line 8 or line 9.

If the land covered by more than one work sheet is covered by a single form 109, the entries to be made in section VI from the work sheets shall be the sum of the respective entries on the work sheets.

Section VII.—In line 1, columns B through E, enter the final adjustment of the respective base acreages shown in lines 2 through 5, column M, of form 101.

In line 2, columns B through E, enter the 1937 acreage of the respective soil-depleting crops. The acreages to be entered in line 2

shall be obtained from the respective entries in lines 8 through 11 of form 113. For farms in the wind-erosion area the acreage of summer fallowed land, if any, entered in line 9 of form 113, should be prorated between the total acreage planted to crops in the general soil-depleting base and to the acreage planted to cotton in 1937 in the proportion that each soil-depleting base bears to the total soil-depleting base for the farm. In such cases the acreage to be entered in line 2, column B, will be the acreage entered in line 10, form 113, plus that part of the acreage in line 9, form 113, which is prorated to cotton, and the acreage to be entered in line 2, column E, will be the acreage entered in line 8, form 113, plus that part of the acreage in line 9, form 113, which is prorated to general crops.

In line 3, columns B through D, enter the yield per acre for each of the respective soil-depleting crops shown in lines 2 through 4, column N, of form 101. If an acreage of land on any farm was devoted to any soil-depleting crop for which no base was established for the farm in 1937, the yield per acre of such crop to be entered on the form 109 shall be the yield per acre determined by the county committee to be the normal yield per acre for such crop for similar land in the same community.

The productivity index must be entered in line 3, column E, from line 5, column N, form 101, if—

(1) The general base is in excess of the acreage required for home consumption needs and there has been diversion from the general base; or

(2) The acreage devoted to crops in the general soil-depleting base exceeds the general base or the acreage required for home consumption needs, whichever is the greater.

Otherwise, it is not necessary that the productivity index be entered.

If the land covered by more than one work sheet is covered by a single form 109, the base acreages to be entered shall be the sum of the respective soil-depleting bases shown on the work sheets covering the land covered by the form 109. In such cases, the base yields per acre of cotton and peanuts and the productivity index shall be the average of the yields per acre of cotton and peanuts, and of the productivity indexes for such farms weighted by the applicable cotton soil-depleting bases, peanut soil-depleting bases and the general soil-depleting bases.

If a farm has been subdivided since form 101 was executed, each subdivision covered by a form 109 must also be covered by a separate form 101 and 113.

Section VIII.—Express all acreages of approved soil-building practices to the nearest tenth of an acre; hundredths amounting to five or less shall be dropped, and hundredths amounting to more than five shall be considered a whole tenth.

Express all units (other than acreages) of approved soil-building practices to the nearest whole number; tenths amounting to five or less shall be dropped, and tenths amounting to more than five shall be considered a whole number.

In line 1, columns H through L, enter the practice number(s) of the approved soil-building practice(s) carried out on the farm in 1937 from section V of form 113.

In line 3, columns H through L, enter in the respective column the total units of each of the practices carried out on the farm in 1937 from section V of form 113.

Lines 5 through 10 of sections VII and VIII.—The name of each producer entitled to share in any soil-depleting crop (or the proceeds thereof) grown on the farm in 1937, or who incurred expense in carrying out any approved soil-building practice on the farm in 1937, should be typed or printed in column A of one of the lines 5 through 10.

Form SR-109, supplement 1, "Continuation Sheet for Sections VII and VIII of Application for Payment", is to be used if more than six persons share in the soil-depleting crops (or the proceeds thereof) grown on the farm in 1937 or in the expense incurred in carrying out any approved soil-building practice on the farm in 1937. Each form SR-109, supplement 1, should be properly identified by the State and county code and application serial number and securely attached to the corresponding form 109.

If more than five approved soil-building practices are carried out on any farm, section VIII of the form 109 covering that farm may be extended by attaching to the right of section VIII a section VIII from another form 109, and supplement 1 to form 109, if necessary.

If, prior to the completion of harvest, a person voluntarily ceases to cultivate, sells, abandons, or through his own fault or neglect loses control of any soil-depleting crop in connection with which a class I payment is to be made, such person shall not be shown on the form 109 as having an interest in that soil-depleting crop but his successor in interest shall be shown on form 109 as the person who is entitled to such crop or to share therein in accordance with the lease or operating agreement; except that by agreement (such agreement to be indicated by their signatures on form 109) of such person and his successor in interest such acreage may be divided among them. It is to be noted that this in no way affects the eligibility of a producer to receive a class II payment.

If any person who had an interest in any soil-depleting crop on the farm in 1937 is not shown on the form 109 covering such farm for the reason that, prior to completion of harvest, such person voluntarily ceased to cultivate, sold, or abandoned or through his own fault or neglect lost control of any soil-depleting crop in connection with which a class I payment is to be made, the operator of the farm shall submit, together with the form 109, a witnessed statement setting forth—

- (1) That the statement is being made in connection with the designated application for payment under the 1937 Agricultural Conservation Program.

- (2) The date of sale or abandonment.

- (3) The circumstances in connection with such sale or abandonment.

- (4) What the interests of such person would have been but for such sale or abandonment.

- (5) The name of the successor in interest in respect of that crop.

Before approving any such application for payment the statement must be found correct by the county committee and approved by at

least two members of the committee after it has allowed full opportunity for the producer losing control of such crop to be heard. This statement must be securely fastened to the related form 109.

If as a result of attachment, foreclosure, or other similar legal process any person loses possession of any soil-depleting crop in connection with which a class I payment is to be made, or the land on which such crop was planted, such person shall, nevertheless, be shown on form 109 as entitled to receive the class I payment with respect to such crop or to share therein, as the case may be, and the incoming producer shall *not* be shown as having an interest in the class I payment.

If control of a farm is lost through the expiration of a lease or operating agreement during 1937, the incoming producer shall not be shown on form 109 as having an interest in the class I payment with respect to any soil-depleting crop which is harvested, or which under normal conditions would be ready for harvest, prior to the termination of the lease or operating agreement; except that if the county committee finds that both the outgoing producer and the incoming producer have contributed to performance in 1937 with respect to the crop(s) in that soil-depleting base and they have agreed upon a division between them of the acreage of such crop(s) both of the producers shall be shown on the form 109, and their acreage shares shall be determined according to their agreement. In such cases the producers' agreement shall be indicated by their signatures on the form 109. If such producers are unable to agree, the county committee shall recommend, subject to the approval of the administrative officer in charge in the State, acting with the advice and consent of the State committee, and also subject to the approval of the Director of the Southern Division, the division of such acreage between such persons on the basis found by it to be most equitable, having due regard to the measure of performance contributed by each producer, and shall support its recommendation by a letter setting forth fully the facts in the case.

Enter opposite the name of each interested person his acreage share with respect to each soil-depleting crop and his unit share with respect to each approved soil-building practice or the word "All", if applicable.

The acreage share of each person entitled to share in the soil-depleting crop(s) (or the proceeds thereof) in any soil-depleting base shall be determined in accordance with one of the methods specified in subsection (h), section 18, of bulletin 101. Only one method may be used on any one farm, even though diversion is made from two or more soil-depleting bases.

If no payment may be made with respect to any soil-depleting base, it will not be necessary that the column in which that soil-depleting base is shown be filled out below line 3; except that if no payment may be made with respect to the farm covered by the form 109 (whether or not a "dummy" application), each interested person's acreage share in each soil-depleting crop must be shown.

A. If diversion was made ratably by all producers on the farm and if crop(s) in each soil-depleting base established for the farm were grown on the farm in 1937, each producer's acreage share of the

1937 acreage of each soil-depleting crop shall be entered opposite his name in the applicable column. In such cases the sum of the acreage shares entered from line 4 down in each column must equal the 1937 planted acreage entered in line 2 in that column.

B. If no acreage was devoted to the crop(s) in one or more soil-depleting bases established for the farm in 1937, or if the county committee finds that diversion was not made ratably by all producers on the farm, enter either—

(1) Each producer's acreage share of the difference between each soil-depleting base and the 1937 acreage of the crop(s) in that base (in which case the sum of the acreage shares entered from line 4 down in each column must equal the difference between lines 1 and 2 in that column); or

(2) Each producer's acreage share of each soil-depleting base determined by his contribution to that base (in which case the sum of the acreage shares entered from line 4 down in each column must equal the base acreage entered in line 1 in that column).

In cases where the farm is composed of only one producer unit and no acreage on the farm is devoted in 1937 to the crop(s) in one or more soil-depleting bases established for the farm, the acreage shares to be entered on the form 109, pursuant to paragraphs B (1) and B (2) above, may be determined by agreement of all producers on the farm, signified in the presence of at least two members of the county committee, provided the contribution of each interested person with respect to each soil-depleting base in connection with which a payment is to be made is in the same proportion that he would have shared in that soil-depleting crop (or the proceeds thereof) under the lease or operating agreement. In such cases there shall be attached to the form 109 a letter signed by at least two members of the county committee stating that there is only one producer unit on the farm and that the division of acreage is in accordance with the terms of the lease or operating agreement.

In cases where the farm is composed of only one producer unit and no acreage on the farm was devoted in 1937 to the crop(s) in one or more soil-depleting bases established for the farm and the contribution of each interested person with respect to any soil-depleting base in connection with which a payment is to be made is *not* in the same proportion that such person would have shared in that soil-depleting crop (or the proceeds thereof) under the lease or operating agreement, and in cases where the farm is composed of more than one producer unit and either no acreage on the farm was devoted in 1937 to the crop(s) in one or more soil-depleting bases established for the farm or the county committee finds that diversion was not made ratably, the acreage share of each producer may, subject to the approval of the administrative officer in charge, or the acting administrative officer in charge in the State office, acting with the advice and consent of the State committee, be determined, pursuant to either paragraph B (1) or B (2) above, by agreement of all producers on the farm signified in the presence of at least two members of the county committee, provided such agreement is found by the county committee to be equitable to all concerned.

If the acreage shares are determined pursuant to either paragraph B (1) or B (2) above, there shall be attached to the form 109 a statement, signed by the operator, setting forth—

1. The acreage normally planted to each soil-depleting crop on each producer unit on the farm, and
2. The acreage of each soil-depleting crop in 1937 on each such producer unit.

There shall also be attached the agreement signed by all producers on the farm, which agreement must be made in the presence of and approved by at least two members of the county committee and must contain the following certifications:

1. That the share of one or more producers in the acreage diverted in 1937 from at least one soil-depleting base differs materially from the share(s) of such producer(s) in the 1937 acreage of the crops in such base.

2. That each producer has heard the agreement read in the presence of at least two county committeemen before whom all the producers appeared (either at the same time or at different times if not practicable for all to appear at one time).

3. That each producer has a full understanding of the significance of the agreement and of the effect thereof on the payment which he will receive.

4. That each producer voluntarily enters into the agreement and certifies that no coercion was brought to bear by any person for the purpose of causing him to enter into the agreement.

There shall also be attached the approval of at least two members of the county committee which must certify that—

1. All producers on the farm appeared before the two members of the county committee whose signatures are subscribed, that the acreage share of each producer was specifically agreed upon in their presence, and that the entire agreement was read in the presence of all such producers (either at the same time or at different times if not practicable for all to appear at one time).

2. The bona-fide signatures of all the producers appear in the agreement.

3. The county committee has examined all available records showing the number of tenants and croppers on the farm in the years 1936 and 1937 and that no unreasonable reduction in the number of tenants has been made. If *any* reduction has been made, a statement setting forth the reasons therefor and whether or not the county committee considers such reduction reasonable shall be made a part of the certification.

4. The county committee firmly believes that no producer signed the agreement because of coercion.

5. The county committee is convinced that the information contained in the agreement is correct and believes the agreement will result in an equitable distribution of the class I payment.

If the producers' acreage shares are determined pursuant to either paragraph B (1) or paragraph B (2) above and the agreement is

not signed by all producers on the farm, the county committee may recommend, subject to the approval of the administrative officer in charge in the State office, acting with the advice and consent of the State committee, and the approval of the Director of the Southern Division, its determination of the acreage share of each producer with respect to each soil-depleting base established for the farm. Such recommendation shall set forth fully the facts upon which the recommendation was based and shall be attached to the form 109.

The entries to be made in the left side of column F, opposite the name of each person furnishing the work stock and equipment, are as follows:

(a) If the entries in columns B through E are made pursuant to paragraph A, page 6, enter opposite each person's name in the left side of column F that acreage which represents the sum of the 1937 planted acreage of crops in those soil-depleting bases with respect to which payment is to be made (excluding crops in the general soil-depleting base in the counties designated in amendment 9 to bulletin 101), for which such person furnished the work stock and equipment. In such cases the sum of the acreages entered in column F should equal the sum of the 1937 planted acreages appearing in line 2, columns B through E, with respect to which a class I payment is to be made, excluding crops in the general soil-depleting base in the counties designated in amendment 9 to bulletin 101.

(b) If the entries in columns B through E are made pursuant to paragraph B (1) above, enter opposite each person's name in the left side of column F that acreage which represents the sum of the contributions to the difference between each soil-depleting base with respect to which a class I payment is to be made (excluding crops in the general soil-depleting base in the counties designated in amendment 9 to bulletin 101) for which such person furnished the work stock and equipment. In such cases the sum of the acreages entered in column F must equal the sum of the differences between lines 1 and 2, columns B through E, for soil-depleting bases, with respect to which a class I payment is to be made, excluding crops in the general soil-depleting base in counties designated in amendment 9 to bulletin 101.

(c) If the entries in columns B through E are made pursuant to paragraph B (2) above, enter opposite each person's name in column F that acreage which represents the sum of the acreages of all soil-depleting bases with respect to which payment is to be made (except the general base in the counties designated in amendment 9 to bulletin 101) for which such person furnished the work stock and equipment. In such cases, the sum of the acreage figures entered in both sides of column F must equal the sum of the base acreages appearing in line 1 with respect to which a class I payment is to be made, excluding the general base in the counties designated in amendment 9 to bulletin 101.

The same method used for dividing the work stock and equipment payment for the farm shall be used for dividing the land payment. No entries should be made in the right side of column F or column G.

The class II payment, with respect to any approved soil-building practice, shall be made to the eligible person who the county committee determines incurred the expense in 1937 of carrying out the soil-building practice. If the county committee determines that two or more persons shared in the expense incurred in carrying out any approved soil-building practice, the units with respect to which such persons shared in the expense incurred shall be divided equally among them. In determining whether a person incurred the expense in carrying out any approved soil-building practice, consideration should be given to each item of expense such as purchasing seed, fertilizer, or other materials, or employing labor; to labor performed without otherwise receiving compensation therefor; and to the work stock and equipment furnished. The units with respect to which each person incurred the expense or the word "All", if applicable, should be entered opposite his name in the applicable columns H through L.

ACP-16, "Instructions on signatures and authorizations", is hereby made a part of these instructions. The instructions contained therein should be followed.

The signatures of the applicants should appear in lines 5a through 10a in the *same order* that their names appear in lines 5 through 10. Each signature must be in the original handwriting of the applicant or his duly authorized representative and should appear exactly as the name is typed or printed above in lines 5 through 10. All signatures (whether of principals, agents, witnesses, committeemen, or officials) should be in ink or indelible pencil. Traced signatures, carbon impressions, and facsimile signatures are not acceptable.

If any interested person who otherwise would share in the payment refuses to sign the form 109, a statement by such person setting forth fully his reason for refusing to sign should be attached to the form 109. If such statement cannot be obtained, there should be attached to the form 109 a statement signed by the county agent indicating the efforts which have been made to secure the signature and statement of such producer. If for any other reason the signature of any interested person who otherwise would share in the payment cannot be obtained, a statement of the reason for the failure of such person to sign should be written in the line where he would have signed and be initialed by the county agent. Payment may be made later to any such producer if within the time limit for accepting applications he submits an application on a form 109 properly executed by him.

The name and signature of a person on form 109 or any related paper for and on behalf of himself should be in the form in which he customarily signs business documents.

The signatures of cosigners (joint owners or joint operators) on form 109 or any related paper should be signed by each cosigner as an individual.

Example:

JOHN H. DOE.
WILL DOE.

The signature of a sole proprietor on form 109 or any related paper for and on behalf of a business owned solely by himself should indi-

cate the name of the business immediately above his signature and the fact that he is the sole proprietor.

Example:

X Y Z Co.,
By JOHN H. DOE,
Sole Proprietor.

Where form 109 or any related paper is signed in a representative or fiduciary capacity, the person signing should indicate the principal or the estate, as the case may be, and the capacity in which he signs. The signature should be in the following form:

- A. An agent or attorney in fact:
 - (1) JOHN H. DOE,
By RICHARD ROE, Agent (or Attorney in Fact).
 - (2) JONES & SMITH, a partnership,
By RICHARD ROE, Agent (or Attorney in Fact).
 - (3) A B C Co., INC.,
By RICHARD ROE, Agent (or Attorney in Fact).
- B. An executor:
JOHN H. DOE, Executor of the Estate of Richard Roe, Deceased.
- C. An administrator:
JOHN H. DOE, Administrator of the Estate of Richard Roe, Deceased.
- D. A guardian or committee:
JOHN H. DOE, Guardian (or Committee) of the Estate of Harry Roe,
Minor (or Incompetent).
- E. A receiver or liquidator:
JOHN H. DOE, Receiver (or Liquidator) of A B C Co., Inc.
- F. Trustee:
JOHN H. DOE, Trustee for the Heirs of Richard Roe, Deceased.
- G. A State, county, or municipal officer:
ALFALFA COUNTY, OKLAHOMA,
By JOHN H. DOE, County Commissioner.
- H. A Federal officer:
Such officer must indicate his exact title.
- I. A member of a partnership:
SMITH & JONES,
By JOHN SMITH, a partner.
- J. An officer of a corporation:
A B C Co., INC.,
By RICHARD ROE, President (or other duly authorized officer).

The full mail address of each applicant and the date of his signature should be shown in the spaces provided.

Each signature by mark must be witnessed by one disinterested person, whose signature must be in the original and handwritten. It is not required that signatures be witnessed unless they are made by mark.

Section IX.—The person signing as supervisor or committeeman must not be a near relative of any interested person shown on form 109 or have any sort of financial interest in the farm covered by the form 109. The date the supervisor or committeeman approves the application should be entered in the space provided.

Section X.—The county committee is charged with the responsibility of determining that a person who signs an application for payment in a representative capacity has the proper authority so to act. The execution of the "Certificate of County Committee" shall constitute a certification of the county committee by a member thereof that the person who signs the application in a representative capacity does possess the necessary authority so to act. In the event the community and county committees do not have the personal

knowledge that such representative has the necessary authority, they should require such person to show proper evidence of his authority. (See ACP-16 as to what constitutes acceptable evidence of such authority.) No written evidence of such authority need be attached to the application.

The county committee shall not approve payment to any producer who it finds—

(1) Has adopted any practice which tends to defeat any of the purposes of the 1937 Agricultural Conservation Program; or

(2) Has, through any device or scheme or in any other manner indicated in section 19 of Southern Region Bulletin 101, offset performance with respect to which payment would otherwise be made.

If any such producer insists upon the submission of his application, the county committee shall submit his application unapproved by it to the State committee, together with a report containing all available facts, information, and forms regarding the performance on all farms involved, and any statement such producer may file, with its request that appropriate disposition be made and, if necessary, that the case be referred to the Washington office for the formulation of an appropriate rule if required for the proper administration of the law.

After the county committee has approved form 109, one member of that committee should sign in the space indicated, showing the recommendation of the committee, at which time the date should be entered in the space provided.

The "Certificate of County Committee" should not be executed prior to the time the form is signed by the applicant(s).

The same person shall not sign both the "Certificate of Inspection" and the "Certificate of County Committee."

Section XI.—In counties in the wind-erosion area, enter in the space provided in section XI the application serial number(s) of any form(s) SR-114, "Application for Preliminary Payment with respect to Wind-erosion Control Practices", filed with respect to wind erosion control practices carried out on such farm in 1937. If no such application was filed, the word "None" must be entered.

If the county agent finds the form 109 to be in proper form, he should affix his signature and enter the date in the spaces provided.

If the county agent desires to delegate to the assistant county agent or the assistant in agricultural conservation employed in his office the duty of approving applications for payment and related documents, which such assistant finds to be in proper form, he may do so by executing in quadruplicate an authorization in writing and delivering the original and one copy to the State office, handing one copy to the person so designated, and retaining the other copy in the county agent's files. This authorization should be substantially in the following form:

I, County Agricultural Extension Agent for the County of _____, State of _____, do hereby authorize _____, Assistant County Agent (or Assistant in Agricultural Conservation) now employed in my office, in my stead to approve applications for payment and related

documents and affix his signature to such documents and indicate his title thereon whenever he finds them to be in proper form. This authorization is to remain in effect while such person is employed in my office, unless sooner canceled or revoked by me in writing.

Following is a specimen of the signature of said Assistant County Agent (or Assistant in Agricultural Conservation):

If cancelation or revocation of this authorization is necessary, it will be accomplished by notifying the State office in writing that this authorization is thereby canceled or revoked and by filing in the records of this office a copy of such notice and handing a copy to such person if he is then employed in my office.

Dated -----

County Agent

The signatures of the applicant(s) in section VII, the supervisor or committeeman in section IX, the county committeeman in section X, and the county agent (or his duly authorized assistant) in section XI, must be properly executed on both the copy of the form 109 forwarded to the State office and on the copy retained in the county office.

Before submitting form 109 to the State office, the county office should determine that—

- (1) All data have been correctly entered on form 109.
- (2) All alterations and erasures have been properly initialed.
- (3) Either an application for payment or a "dummy" application has been made covering each farm in the county owned or operated by the owner and operator, respectively, shown on the form 109.
- (4) Each interested person has signed the form 109 or there is a proper explanation as to why he has not done so.
- (5) All signatures of interested persons are genuine and agree with their names as printed or typed in line 5 and subsequent lines.
- (6) The corresponding form 113 and, if applicable, form 123 are attached.
- (7) If there is an acreage entered in line 5, section VI, (a) such entry does not exceed the total cropland on the farm less the sum of the acreages diverted for payment and the soil-conserving base and (b) either the serial number(s) of applications for preliminary payment or the word "None" has been entered in the space provided in section XI.
- (8) In counties in the wind erosion area, if there is an acreage entered in line 9 of form 113, such acreage has been correctly prorated and added to the planted acreage of cotton and crops in the general soil-depleting base and that there is attached to the form 113 a copy of the finding of the county committee, as required by Southern Region Bulletin 104.

Form SR-115, "Transmittal Sheet", should be prepared in quadruplicate and each transmittal sheet numbered consecutively. The

original should be mailed to the State office under separate cover, two copies placed in the shipment of forms 109, and one copy retained in the county office. Application serial numbers prefixed by the same letter, if that system of numbering is used, should be listed together, but separate sheets are not required for different prefix letters. Insofar as possible, forms 109 for each applicant should be listed numerically. All forms 109 covering land owned or operated by an applicant shall be listed on one transmittal sheet. Forms SR-155, "Applications for Payment with Respect to *Ranches*", shall not be listed on the same transmittal sheet with forms 109 but only one series of transmittal sheet numbers will be used by each county for transmitting forms 109 and forms SR-155 to the State office. The State office will issue further instructions relative to the transmittal of forms 109 to that office.

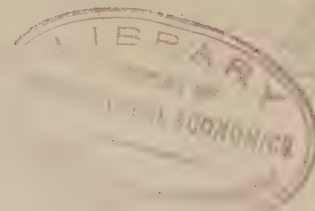
Issued October 6, 1937, with the approval of the Administrator.

I
Issued December 2, 1937

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 105 - PART II
Amendment 1



Part II of Southern Region Bulletin 105 is hereby amended as follows:

I

The last paragraph beginning on page 3 is amended by adding at the end thereof the following:

If no acreage was devoted to the crop(s) in any soil-depleting base established for the farm, a zero must be entered in line 2 in that column and, in such cases where the application is a no-payment application, there must be entered in line 5 and subsequent lines opposite the name of each interested person the percentage share of such crop(s) to which he would have been entitled under the terms of the lease or operating agreement, if the crop(s) designated in the heading of that column had been planted.

II

The last paragraph on page 4 is amended by adding at the end thereof the following:

If practice No. 11 is entered and triple superphosphate was furnished with respect to the farm pursuant to the provisions of section 67 of Bulletin 101, there must be attached to the Form 109 a statement, signed by the operator and approved by at least two members of the County Committee, indicating whether any of the superphosphate included in line 3 under practice No. 11 was furnished by the Agricultural Adjustment Administration.

III

The last paragraph on page 9 is amended by adding at the end thereof the following:

If the application is a no-payment application, the entire acreage devoted to soil-depleting crops in 1937 (excluding general crops in the counties designated in Amendment 9 to Bulletin 101) must be included in both column F and column G.

IV

The first paragraph beginning on page 10 is amended by adding at the end thereof the following:

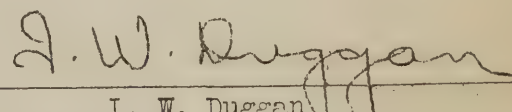
If soil-depleting crops are grown on a farm, a person must be shown as sharing in the soil-depleting crops grown on the farm in order to be eligible to be shown as having carried out approved soil-building practices on the farm, unless

(1) It is shown that such person at some time during 1937 had an interest in the soil-depleting crop(s) grown on the farm but such person is not shown on the Form 109 for the reason that prior to the completion of harvest such person voluntarily ceased to cultivate, sold or abandoned, or through his own fault or neglect lost control of his interest in the soil-depleting crop(s) grown on the farm (where a person is shown as having carried out approved soil-building practices on the farm and such person is not shown as being interested in any soil-depleting crop grown on the farm and there is a soil-depleting crop shown on Form 109 from which no diversion was made and consequently no division of acreage has been shown in line 5 and subsequent lines, Form 109, there must be attached to the Form 109 a statement as to whether the producer in question was interested in such crop(s)), or

(2) There is attached to the Form 109 a statement signed by such person and approved by at least two members of the County Committee showing that such person became a producer on the farm after the expiration of a lease or operating agreement during 1937.

If no soil-depleting crops are grown on the farm and any person is shown as having carried out approved soil-building practices on the farm, such person must be either the owner or the operator of that farm or a statement signed by such person and approved by at least two members of the County Committee should be attached to the Form 109 setting forth such person's relationship to the farm in order that it may be determined whether such person is an eligible producer.

Issued December 2, 1937, with the approval of the Administrator.


I. W. Duggan
Acting Director, Southern Division
Agricultural Adjustment Administration.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

1937 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 105—PART III

**INSTRUCTIONS FOR FILLING OUT THE APPLICATION
FOR PAYMENT WITH RESPECT TO RICE FARMS (FORM
SR-128)**

The "Application for Payment with Respect to Rice Farms", form SR-128 (hereinafter referred to as form 128), is applicable only to rice farms in the States of Arkansas, Louisiana, and Texas.

Instructions regarding the determination of performance are in Southern Region Bulletin 103.

Before a rice producer is eligible to make application for payment with respect to rice farms, Work Sheets, form SR-101 (hereinafter referred to as work sheet or form 101), must have been filed covering all farm land in the State owned or operated by him in 1937 and all other land in the State not owned or operated by him on which he is participating in the production of rice in 1937. If a producer is participating in the production of rice in 1937 on any farm in the State owned or operated by him which was not covered by a work sheet prior to the final date for filing work sheets in the State, such producer will not be eligible to make application for payment with respect to rice farms in 1937 in the State.

Form 128 shall be prepared and filed in each county in the State in which a farm is located on which the applicant is participating in the production of rice in 1937, except that where the applicant's 1937 planted rice acreage equals or exceeds 125 percent of his 1937 rice base acreage (that is, where the total of column (9), form ACP-33, "Schedule of Rice Acreage", hereinafter referred to as form ACP-33, equals or exceeds 125 percent of the applicant's rice base acreage), form 128 shall be prepared only in the country in which the rice producer's farming headquarters are located, or, in the absence of any farming headquarters, in the county in which in the aggregate he has made the largest allocation of rice base acreage to farm(s) located therein.

Before preparing form 128 determine that—

1. The county code number and work sheet serial number of each farm on which the applicant is participating in the production of rice (whether or not he has made an allocation of rice base acreage to that farm), or to which he has made an allocation of soil-conserving acreage, is shown in the columns provided on form ACP-33.

2. The total rice base acreage allocated to each farm and the rice base acreage allocated to that farm by the applicant (as

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shown on form ACP-33) agree with the corresponding data on form ACP-31, "Declaration of Rice Acreage" (hereinafter referred to as form ACP-31) for that farm.

3. The allocation of soil-conserving acreage was made to farm(s) to which the applicant allocated rice base acreage or to other farm(s) owned or operated by him.

4. The total soil-conserving acreage allocated to each farm and the soil-conserving acreage allocated to that farm by the applicant as shown on form ACP-33 agree with the corresponding data on form ACP-31 for that farm.

5. The correct percentage figures are entered in columns (5) and (6) of form ACP-33 submitted by the applicant indicating his share of the rice acreage and soil-conserving acreage on each farm. The ratio that the applicant's allocation of rice base acreage to a farm (as shown in column (1), form ACP-33) bears to the total rice base acreage allocated to that farm (as shown in column (3), form ACP-33) establishes the individual degree of responsibility for the rice acreage which is grown in 1937 on that farm; except that if rice is grown in 1937 on a farm to which no allocation of rice base acreage is made in 1937, the percentage share of the crop or proceeds thereof received in accordance with the terms of the lease or operating agreement establishes the individual degree of responsibility for the rice acreage which is grown in 1937 on that farm. The ratio that the soil-conserving acreage allocated to the farm by the applicant (as shown in column (2), form ACP-33) bears to the total acreage allocated to that farm for soil-conserving crops (as shown in column (4), form ACP-33) establishes the applicant's percentage share of soil-conserving acreage on rice land on that farm in 1937.

6. The entry in column (7), form ACP-33, equals the amount in line 11, column (B), form SR-108, "Report of Performance", for the same farm, and that the entry in column (8), form ACP-33, equals the sum of the amounts in lines 16 and 17, column (B), form SR-108, for the same farm.

7. The amounts in columns (9) and (10), form ACP-33, submitted by the applicant, have been correctly computed and entered.

Prepare form 128 in triplicate. The original should be sent to the State office, one copy retained in the county office, and one copy given to the applicant. Applications for payment with respect to other soil-depleting bases and soil-building practices on rice farms shall be made on forms SR-109, "Application for Payment", in accordance with the instructions in Southern Region Bulletin 105—Part I.

Any correction in the data on the form 128 which would affect the payment to be made thereunder should be made by drawing a light line through the original entry and entering the correct data immediately above or to the left of the original entry. Any such correction must be initialed by the supervisor or committeeman executing the "Certificate of Inspection" (section IV) and the county committeeman executing the "Certificate of County Committee" (section V). If either of these persons cannot be located for the purpose of initialing any such correction, it must be initialed by another member of the county

committee and a statement, signed by the county agent, attached to the form 128 setting forth the reason why the initials of the supervisor or committeeman who originally signed the form 128 could not be secured.

Enter the State and county code and application serial number in the space provided in the upper right corner. The application serial number shall be the "Producer's Serial No." (taken from form ACP-33) followed by the letter "R".

Enter the names of the State and county in the spaces provided.

It is not necessary to enter the "Producer's Serial No." in the space provided.

Section I.—The applicant should familiarize himself with the provisions of this section because it contains the certifications made by him in applying for payment with respect to rice farms.

Section II.—In section II-A enter the county code and work sheet serial number for every farm in the State on which the applicant is participating in the production of rice in 1937 (whether or not he has made an allocation of rice base acreage to the farm) or to which he has made an allocation of soil-conserving acreage in 1937.

In section II-B enter the county code and work sheet serial number for every farm in the State owned or operated by the applicant on which he is not participating in the production of rice in 1937 and to which he has made no allocation of soil-conserving acreage in 1937.

Section III.—Express all acreages to the nearest tenth of an acre; hundredths amounting to five or less shall be dropped, and hundredths amounting to more than five shall be considered a whole tenth.

Column B.—In line 1 enter the 1937 rice base acreage established for the applicant in the State.

In line 2 enter the applicant's 1937 rice acreage in the State, which is the total of column (9), form ACP-33, submitted by the applicant.

In line 3 enter the 1937 domestic consumption quota established for the applicant in the State. (The applicant's domestic consumption quota will be expressed in bushels in Arkansas and barrels in Louisiana and Texas.)

In line 4 enter the applicant's 1937 soil-conserving acreage on rice land in the State, which is the total of column (10), form ACP-33, submitted by the applicant.

In line 5 enter the applicant's rice acreage in the county from column (9), form ACP-33, submitted by the applicant.

ACP-16, "Instructions on Signatures and Authorizations", is hereby made a part of these instructions. The instructions therein should be followed.

Enter (type or print) in the spaces provided the name and address of the applicant. The signature of the applicant must be in the original handwriting of the applicant or his duly authorized representative and should appear exactly as the name is typed or printed above. All signatures (whether of principals, agents, witnesses, committeemen, or officials) should be in ink or indelible pencil. Traced signatures, carbon impressions, and facsimile signatures are not acceptable.

The name and signature of a person on form 128, or any related paper, for and on behalf of himself, should be in the form in which he customarily signs business documents.

The signatures of cosigners (joint-owners or joint-operators) on form 128 or any related paper should be signed by each cosigner as an individual.

Example: JOHN H. DOE.
 WILL DOE.

The signature of a sole proprietor on form 128 or any related paper for and on behalf of a business owned solely by himself should indicate the name of the business immediately above his signature and the fact that he is the sole proprietor.

Example: X Y Z COMPANY
 By JOHN H. DOE,
 Sole Proprietor.

Where form 128 or any related paper is signed in a representative or fiduciary capacity, the person signing should indicate the principal or the estate, as the case may be, and the capacity in which he signs. The signature should be in the following form:

- A. An agent or attorney-in-fact:
 - (1) JOHN H. DOE,
By RICHARD ROE, agent (or attorney-in-fact).
 - (2) JONES & SMITH, a partnership,
By RICHARD ROE, agent (or attorney-in-fact).
 - (3) A B C COMPANY, INC.,
By RICHARD ROE, agent (or attorney-in-fact).
- B. An executor:
JOHN H. DOE, executor of the estate of Richard Doe, deceased.
- C. An administrator:
JOHN H. DOE, administrator of the estate of Richard Roe, deceased.
- D. A guardian or committee:
JOHN H. DOE, guardian (or committee) of the estate of Harry Roe, minor (or incompetent).
- E. A receiver or liquidator:
JOHN H. DOE, receiver (or liquidator) of A B C Company, Inc.
- F. Trustee:
JOHN H. DOE, trustee for the heirs of Richard Roe, deceased.
- G. A State, county, or municipal officer:
Jackson County, Arkansas,
By JOHN H. DOE, county commissioner.
- H. A Federal officer:
Such officer must indicate his exact title.
- I. A member of a partnership:
SMITH & JONES,
By JOHN SMITH, a partner.
- J. An officer of a corporation:
A B C COMPANY, INC.,
By RICHARD ROE, president (or other duly authorized officer).

The date of the applicant's signature should be shown in the space provided. A signature by mark must be witnessed by one disinterested person whose signature must be in the original and handwritten. It is not required that signatures be witnessed unless they are made by mark.

Section IV.—The person signing as supervisor or committeeman must not be a near relative of the applicant shown on form 128 or have any sort of financial interest in any farm covered by the form 128. The date the supervisor or committeeman approves the application should be entered in the space provided.

Section V.—The county committee is charged with the responsibility of determining that a person who signs an application for payment in a representative capacity has the proper authority so to act.

The execution of the "Certificate of County Committee" shall constitute a certification of the county committee by a member thereof that the person who signs the application in a representative capacity does possess the necessary authority so to act. In the event the county committee does not have personal knowledge that such representative has the necessary authority, it should require such person to show proper proof of his authority. (See ACP-16 as to what constitutes acceptable evidence of such authority.) No written evidence of such authority need be attached to the application.

The county committee shall not approve payment to any producer who it finds:

- (1) Has adopted any practice which tends to defeat any of the purposes of the 1937 Agricultural Conservation Program, or
- (2) Has, through any device or scheme or in any other manner indicated in section 19 of Southern Region Bulletin 101, offset performance with respect to which payment would otherwise be made.

If any such producer insists upon the submission of his application, the county committee shall submit his application unapproved by it to the State committee, together with a report containing all available facts, information, and forms regarding the performance on all farms involved and any statement such producer may file, with its request that appropriate disposition be made and, if necessary, that the case be referred to the Washington office for the formulation of an appropriate rule, if required, for the proper administration of the law.

After the county committee has approved form 128, one member of that committee should sign in the space provided, showing the recommendation of the committee, at which time the date should be entered in the space provided.

The "Certificate of County Committee" should not be executed prior to the time the form is signed by the applicant.

The same person shall not sign both the "Certificate of Inspection" and the "Certificate of County Committee."

Section VI.—If the county agent finds the form 128 to be in proper form, he should affix his signature and enter the date in the spaces provided.

If the county agent desires to delegate to the assistant county agent or the assistant in agricultural conservation employed in his office the duty of approving applications for payment and related documents, which such assistant finds to be in proper form, he may do so by executing in quadruplicate an authorization in writing and delivering the original and one copy to the State office, handing one copy to the person so designated and retaining the other copy in the county agent's files. This authorization should be substantially in the following form:

I, County Agricultural Extension Agent for the County of _____
 _____, State of _____, do hereby authorize _____
 _____, Assistant County Agent (or Assistant in Agricultural Conservation), now employed in my office, in my stead to approve applications for payment and related documents and affix his signature to such documents and indicate his title thereon whenever he finds them to be in proper form. This authorization is to remain in effect while such person is employed in my office, unless sooner canceled or revoked by me in writing.

Following is a specimen of the signature of said Assistant County Agent (or Assistant in Agricultural Conservation): -----

If cancelation or revocation of this authorization is necessary, it will be accomplished by notifying the State office in writing that this authorization is thereby canceled or revoked and by filing in the records of this office a copy of such notice and handing a copy to such person if he is then employed in my office.

Dated -----

County Agent

The signature of the applicant in section III, the supervisor or committeeman in section IV, the county committeeman in section V, and the county agent (or his duly authorized assistant) in section VI must be properly executed on both the copy of the form 128 forwarded to the State office and on the copy retained in the county office.

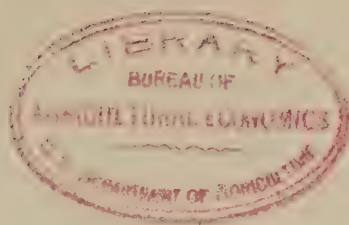
Before submitting forms 128 to the State office, the county office should determine that:

1. The county code and work sheet serial numbers listed in section II-A agree with the corresponding data on form ACP-33.
2. All alterations and erasures have been properly initialed.
3. Insofar as possible the data entered in section II-B are correct.
4. All data entered in section III are correct.
5. The signature on all copies of form 128 agrees with the typed or printed name and is in the original handwriting of the applicant or his duly authorized representative.
6. The signatures of the applicant in section III, the supervisor or committeeman in section IV, the county committeeman in section V, and the county agent (or his duly authorized assistant) in section VI, are properly executed on the form 128 forwarded to the State office and on the copy retained in the county office.

Instructions for transmitting forms 128 to the State office have been issued in Southern Region Bulletin 105—Part I.

Issued October 12, 1937, with the approval of the Administrator.

SRB-105, PART III
Amendment 1



Issued August 1, 1938.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 105 - PART III
Amendment 1

The instructions with reference to filling out section VI of the application for payment (Form SR-128) are amended as follows:

Effective as regards applications for payment under the 1937 Agricultural Conservation Program certified by county committees subsequent to June 1, 1938 section VI of such applications must be signed by the secretary of the county agricultural conservation association or, if the county agent is serving as such secretary, by the county agent or his assistant duly authorized by him to pass upon such applications. In those cases where the county agent is not also the secretary of the county agricultural conservation association, strike out the title "County agent" and insert in lieu thereof the title "Secretary".

Issued August 1, 1938, with the approval of the Acting Administrator.

A handwritten signature in dark ink, reading "I. W. Duggan".

I. W. Duggan,
Director, Southern Division,
Agricultural Adjustment Administration.

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 105—PART IV

**INSTRUCTIONS FOR FILLING OUT THE APPLICATION
FOR PAYMENT WITH RESPECT TO RANCHES (Form
SR-155)**

The "Application for Payment with Respect to Ranches", form SR-155 (hereinafter referred to as form 155), is applicable only to range lands located in the western range area of Oklahoma and Texas, as designated in SR-Announcements 1 and 2.

Instructions regarding the determination of performance are in Southern Region Bulletins 103 and 104.

Prepare form 155 in quadruplicate. The original and one copy should be sent to the State office, one copy retained in the county office, and one copy given to the operator. The land to be covered by form 155 shall be the land covered by one "Report on Examination of Range Land", form SR-152 (hereinafter referred to as form 152).

Enter the State and county code and application serial number in the space indicated in the upper right corner. The application serial number shall be determined in accordance with instructions issued by the State office.

In the space indicated enter the ranch serial number, which will be the same as the ranch serial number on the form 152 covering the same land.

The space provided for the transmittal number is for use only in the State office.

Enter the names of the State and county in the spaces indicated.

Any correction in the figures entered in the county office on the form 155 which will affect the payment to be made thereunder should be made by drawing a light line through the original entry and entering the correct figure immediately above or to the left of the original entry. Any such correction must be initialed by the supervisor or committeeman executing the certificate of inspection (sec. IV) and the county committeeman executing the certificate of county committee (sec. V). If either of these persons cannot be located for the purpose of initialing any such correction, it must be initialed by another member of the county committee and a statement signed by the county agent should be attached to the form 155, setting forth the reason why the initials of the supervisor or committeeman who originally signed the application for payment could not be secured.

Section I.—Each applicant should familiarize himself with the provisions of this section, because it contains the certification made by each person applying for payment.

Section II.—Enter in the space provided the name of each applicant signing the form 155 who operates in the State any other ranch(es)

not covered by the form 155 being prepared. Enter in the space provided opposite the name of each such applicant the county code(s) and the ranch serial number(s) of all other ranches in the State operated by such applicant.

Section III.—Express all acreages to the nearest whole number; tenths amounting to five or less shall be dropped, and tenths amounting to more than five shall be considered a whole number.

Enter in the spaces provided the acres of range land (exclusive of farm and meadow land) in the ranch and the grazing capacity of the ranch from the related form 152. The range-building allowance will be computed and entered in the State office.

In line 1 enter in the appropriate column(s) B through K the respective practice number of each approved range-building practice carried out on the ranch as shown in the supporting "Report of Performance with Respect to Ranches", form SR-154 (hereinafter referred to as form 154).

In line 2 enter in the appropriate column(s) B through K the units (acres, feet, cubic yards or rods) of range-building practices carried out on the ranch as shown in the supporting form 154. The acreage entered for practice number 52 must not include any acreage with respect to which the applicant received or will receive payment for contour listing in 1937 under the emergency wind-erosion control program administered by the State director of extension through the State wind-erosion control committee. The units entered for any practice must not include any unit of such practice for which any labor, seed, or material was furnished or paid for by any other Federal or State agency.

If application is made for payment for constructing range fences, the county committee shall submit a report designating the practice(s) in connection with which the construction of range fences was necessary and detailing all of the circumstances relative thereto.

Lines 3, 4, and 5 are for use in the State office only.

Column L is for use in the State office only.

In lines 6, 7, and 8 enter (type or print) the name of each ranch operator entitled to share in the payment. In the space provided opposite each such operator's name enter the percentage share of the net payment to which he is entitled. (If there are more than three persons entitled to share in the payment, use another form 155 as a continuation sheet. The continuation sheet(s), if any, should be appropriately identified as a continuation of and securely fastened to the related form 155, and it will be necessary for secs. IV, V, and VI to be executed on the last sheet only.)

ACP-16, "Instructions on Signatures and Authorizations", is hereby made a part of these instructions. The instructions contained therein should be followed.

The signatures of the applicants should appear in lines 6a, 7a, and 8a, in the same order that their names appear as interested persons in lines 6, 7, and 8. All signatures must be in the original handwriting of the person signing and should appear exactly as the name is typed or printed above in line 6, 7, or 8. Signatures should be in ink or indelible pencil. If, for any reason, the signature of an operator who otherwise would share in the payment cannot be obtained on form 155, a statement signed by the county agent setting forth the reason for the failure of such person to sign should be attached

to the form 155. If the failure of an interested person to sign is due to refusal to sign, and he intends to apply for payment, a statement by such interested person setting forth fully his reason for refusing to sign should be attached to the form 155. If such statement cannot be obtained, the statement of the county agent should indicate the efforts which have been made to secure the signature and statement of such interested person. Payment may be made later to any such operator if within the time limit for accepting applications he submits an application on a form 155 properly executed by him.

The name and signature of a person on form 155 or any related paper for and on behalf of himself should be in the style in which he customarily signs business documents.

The signatures of cosigners (joint owners or joint operators) on form 155, or any related paper, should be signed by each cosigner as an individual.

Example:

JOHN H. DOE.
WILL DOE.

The signature of a sole proprietor on form 155, or any related paper, for and on behalf of a business owned solely by himself, should indicate the name of the business immediately above his signature and the fact that he is the sole proprietor.

Example:

X Y Z Co.,
By JOHN H. DOE,
Sole Proprietor.

Where form 155, or any related paper, is signed in a representative or fiduciary capacity, the person signing should indicate the principal or the estate, as the case may be, and the capacity in which he signs. The signature should be in the following style:

A. An agent:

- (1) JOHN H. DOE,
By RICHARD ROE, *Agent*.
- (2) JONES & SMITH, a partnership,
By RICHARD ROE, *Agent*.
- (3) A. B. C. Co., INC.,
By RICHARD ROE, *Agent*.

B. An executor:

- (1) JOHN H. DOE,
Executor of the Estate of Richard Roe, Deceased.

C. An administrator:

- (1) JOHN H. DOE,
Administrator of the Estate of Richard Roe, Deceased.

D. A guardian or committee:

- (1) JOHN H. DOE,
Guardian (or Committee) of the Estate of Harry Roe, Minor (or Incompetent).

E. A receiver or liquidator:

- (1) JOHN H. DOE,
Receiver (or Liquidator) of A. B. C. Co., Inc.

F. Trustee:

- (1) JOHN H. DOE,
Trustee for the Heirs of Richard Roe, Deceased.

G. A State, county, or municipal officer:

- (1) ALFALFA COUNTY, OKLA.,
By JOHN H. DOE, *County Commissioner.*

H. A Federal officer:

- (1) Such officer must indicate his title.

I. A member of a partnership:

(1) SMITH & JONES,

By JOHN SMITH, a *Partner*.

J. An officer of a corporation:

(1) A. B. C. Co., INC.,

By RICHARD ROE, *President (or other duly authorized officer)*.

Each signature by mark must be witnessed by one person, whose signature must be in the original and handwritten. It is not required that signatures be witnessed unless they are made by mark. Traced signatures and carbon impressions of signatures are not acceptable.

The mail address of each applicant and the date of his signature should be shown in the spaces indicated.

Section IV.—The person signing as supervisor or committeeman must not be a near relative of any interested person shown on form 155 or have any sort of financial interest in the ranch covered by the form 155. The date the supervisor or committeeman approves the application should be entered in the space indicated.

Section V.—The county committee is charged with the responsibility of determining that a person who signs an application for payment in a representative capacity has the proper authority so to act. The execution of the certificate of county committee shall constitute a certification of the county committee by a member thereof that the person who signs the application in a representative capacity does possess the necessary authority so to act. In the event the county committee does not have the personal knowledge that such representative has the necessary authority, it should require such person to show proper evidence of his authority. No written evidence of such authority need be attached to the application.

After the county committee has approved form 155, one member of that committee should sign in the space indicated showing the recommendation of the committee, at which time the date should be entered in the space indicated.

The certificate of county committee should not be executed prior to the time the form is signed by the applicant(s).

The same person shall not sign both the certificate of inspection and the certificate of county committee.

Section VI.—Form 155 should then be given to the county agent to be examined and approved by him if he finds it to be in proper form.

The county agent should affix his signature and enter the date in the spaces provided. If the county agent desires to delegate the assistant county agent or the assistant in agricultural conservation employed in his office to approve applications for payment and related documents, which such assistant finds to be in proper form, he may do so by executing in quadruplicate an authorization in writing and delivering the original and one copy to the State office, handing one copy to the person so delegated, and retaining the other copy in the county agent's files. This authorization should be substantially in the following form:

"I, county agricultural agent for the county of-----, State of-----, do hereby authorize-----, assistant county agent (or assistant in agricultural conservation) employed in my office, in my stead, to approve applications for payment and related documents and affix his signature to such documents and indicate his title thereon whenever he finds them to be in proper form.

This authorization is to remain in effect while such person is employed in my office unless sooner canceled or revoked by me in writing.

"Following is a specimen of the signature of said assistant county agent (or assistant in agricultural conservation) :-----"

"If cancelation or revocation of this authorization is necessary, it will be accomplished by notifying the State office in writing that this authorization is thereby canceled or revoked and by filing in the records of this office a copy of such notice and handing a copy to such person if he is then employed in this office.

"Dated-----."

(County agent)

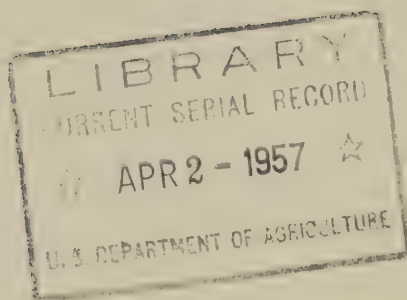
The signatures of the applicant(s) in section III, the supervisor or committee man in section IV, the county committeeman in section V, and the county agent (or his duly authorized assistant) in section VI, must be properly executed on both copies of form 155 forwarded to the State office and on the copy retained in the county office.

When forms 155 are completed they should be listed on form SR-115, "Transmittal sheet", in quadruplicate, and each transmittal sheet numbered consecutively. Separate transmittal sheets should be prepared for forms SR-109, SR-114, and 155, but only one series of transmittal sheet numbers will be used by each county for transmitting all such forms. The original transmittal sheet should be mailed to the State office under separate cover, two copies placed in the shipment of forms 155, and one copy retained in the county office. In all cases forms 155 shall be listed numerically. The State office will issue further instructions relative to the transmittal of forms 155 and supporting forms 152 and 154 to that office.

Issued August 23, 1937, with the approval of the Administrator and the undersigned.

C. A. Cobb

*Director, Southern Division,
Agricultural Adjustment Administration.*



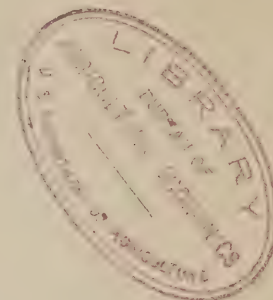
Issued January 31, 1938

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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 105 - PART IV
Amendment 1



Part IV of Southern Region Bulletin 105 is hereby amended by adding the following new paragraph after the fourth paragraph beginning on page 2 thereof:

"If application is made for payment for reseeding by deferred grazing and the grazing has been deferred less than 6 months and reseeding has been accomplished by

(1) deferring grazing more than 165
calendar days from May 1, 1937; or

(2) deferring grazing more than 165
calendar days from the start of forage growth,

it will be necessary for a statement to that effect, signed by the operator and approved by the County Committee, to be submitted with the application for payment."

Issued January 31, 1938, with the approval of the Administrator.

I. W. Duggan

I. W. Duggan,
Acting Director, Southern Division,
Agricultural Adjustment Administration.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 105—PART V

**INSTRUCTIONS FOR FILLING OUT APPLICATION FOR
PRELIMINARY PAYMENT WITH RESPECT TO WIND-
EROSION CONTROL PRACTICES (Form SR-114)**

The "Application for Preliminary Payment with Respect to Wind-Erosion Control Practices", form SR-114 (hereinafter referred to as form 114), is applicable only to farms located in the wind-erosion area in the States of Oklahoma and Texas, as designated in Southern Region Bulletin 101, as amended (hereinafter referred to as Bulletin 101). Application for preliminary payment on form 114 with respect to the wind-erosion control practices may be submitted for any farm for which the county committee has designated an acreage of cropland which is subject, in 1937, to active wind-erosion and has approved the wind-erosion control practices which were carried out prior to July 1, 1937, except that no application for preliminary payment with respect to wind-erosion control practices shall be submitted covering any farm with respect to which triple superphosphate was made available by the Agricultural Adjustment Administration pursuant to section 67 of Bulletin 101.

Prepare form 114 in quadruplicate. The original and one copy should be sent to the State office, one copy retained in the county office, and one copy given to the operator. The land to be covered by form 114 shall be the land covered by one work sheet, form SR-101.

Any correction in the acreage figures on the form 114 should be made by drawing a light line through the original entry and entering the correct figure immediately above or to the left of the original figure. Any such correction must be initialed by the supervisor or committeeman executing the certificate of inspection (sec. IV) and the county committeeman executing the certificate of county committee (sec. V). If either of these persons cannot be located for the purpose of initialing any such correction, it must be initialed by another member of the county committee and a statement signed by the county agent should be attached to the form 114, setting forth the reason why the initials of the supervisor or committeeman could not be secured.

Enter the State and county code and application serial number in the space indicated in the upper right corner. Unless instructed otherwise by the State office, the application serial number will be the same as the serial number of the work sheet covering the same land.

Enter the work-sheet serial number in the space indicated.

The space provided for the "transmittal number" is for use only in the State office.

Section I.—Each applicant should familiarize himself with the provisions of this section, because it contains the certification made by each person applying for payment.

Section II.—In line 1 enter the total acreage of cropland in the farm from line 13, column M, of form SR-101. (If there is no entry in line 13, column M, enter the acreage from line 13, column K.)

In line 2 enter the estimated total acreage of soil-depleting crops diverted for payment in 1937.

In line 3 enter the acreage in the soil-conserving base from line 27, column N, of form SR-101. (If there is no entry in line 27, column N, enter the acreage from line 27, column M.)

Subtract the sum of the acreage figures in lines 2 and 3 from the acreage figure in line 1 and enter the remainder in line 4.

In line 5 enter the acreage of cropland on the farm with respect to which the county committee determines that wheat planted in the fall of 1935 or 1936 has blown out in 1936 or 1937, that wheat or other crops failed in 1936 or 1937, or that such land is abandoned because conditions have not been favorable to obtaining a natural or seeded vegetative cover, and that the vegetative cover and trash have disappeared to the extent that such land is susceptible to damage by wind erosion in 1937. However, in no instance should the entry in line 5 exceed the entry in line 4.

Section III.—Express all acreages to the nearest tenth of an acre; hundredths amounting to five or less shall be dropped, and hundredths amounting to more than five shall be considered a whole tenth.

Instructions regarding the determination of performance are in Southern Region Bulletin 104.

In line 2 enter in the appropriate column(s) B through G the respective acreage(s) of soil-building practices numbers 21, 22, 23, 31, 32, and 33 carried out prior to July 1, 1937, on the designated wind-erosion acreage on the farm and approved by the county committee prior to being carried out. Such acreage(s) must not include any acreage with respect to which the applicant received or will receive payment for carrying out wind-erosion control practices in 1937 under the wind-erosion control program administered by the State director of extension through the State wind erosion control committee and must not include any practice for which the labor, seed, or materials was furnished or paid for by any other Federal or State agency.

Line 4 is for use in the State office only.

In lines 5, 6, and 7, column A, enter (type or print) the name of each person entitled to share in the payment because he shared in the expense of carrying out one or more of the designated soil-building practices on the farm. (If there are more than three persons entitled to share in the payment use another form 114 as a continuation sheet. The continuation sheet(s), if any, should be appropriately identified as a continuation of, and securely fastened to, the related Form 114 and it will be necessary for sections IV and V and the signature of the county agent to be executed on the last sheet only.)

In part *a* of lines 5, 6, and 7, columns B through G, enter the acreage of the designated soil-building practice(s) on which the applicant whose name is shown on that line in column A has, in the de-

termination of the county committee, incurred the expense in 1937 of carrying out such soil-building practice(s) prior to July 1, 1937. Where the county committee determines that two or more persons shared the expense incurred in carrying out any approved soil-building practice on a particular acreage on the farm, the acreage with respect to which such persons shared such expense shall be divided equally among them. In determining whether a person incurred expense in carrying out an approved soil-building practice, consideration should be given to each expenditure made in carrying out such practice, such as purchasing seed or other materials or employing labor, labor performed without otherwise receiving compensation therefor, and workstock and equipment furnished.

The total number of acres in part *a* of lines 5, 6, and 7 of any of the columns B through G shall equal the number of acres entered in line 2 of the respective columns.

Part *b* of lines 5, 6, and 7, columns B through G, is for use in the State office only.

Column H is for use in the State office only.

ACP-16, "Instructions on Signatures and Authorizations", is hereby made a part of these instructions. The instructions contained therein should be followed.

The signatures of the applicants should appear in 5c, 6c, 7c, in the same order that the names of the interested persons appear in lines 5, 6, and 7. All signatures must appear in the original handwriting of the person signing and should appear exactly as the name is typed or printed above in lines 5, 6, and 7. Signatures should be in ink or indelible pencil.

If for any reason the signature of a producer who otherwise would share in the payment cannot be obtained on Form 114, the reason for the failure of such person to sign should be written in the margin thereof. For example: "John Doe refused to sign", or "John Doe cannot be located", should be entered in the margin. In such cases the county agent should sign immediately below the notation. Payment may be made to any such producer if he submits an application on a properly executed form 114 within the time limit for accepting such application.

The name and signature of a person on form 114 or any related paper for and on behalf of himself should be in the style in which he customarily signs business documents.

The signatures of cosigners (joint owners or joint operators) on form 114 or any related paper should be signed by each cosigner as an individual.

Example:

JOHN H. DOE.
WILL DOE.

The signature of a sole proprietor on form 114 or any related paper for and on behalf of a business owned solely by himself should indicate the name of the business immediately above his signature and the fact that he is the sole proprietor.

Example:

X Y Z Co.,
By JOHN H. DOE,
Sole Proprietor.

Where form 114 or any related paper is signed in a representative or fiduciary capacity, the person signing should indicate the principal or the estate, as the case may be, and the capacity in which he signs. The signature should be in the following style:

A. An agent:

- (1) JOHN H. DOE, By RICHARD ROE, Agent.
- (2) JONES & SMITH, A Partnership,
By RICHARD ROE, Agent.
- (3) A B C Co., Inc.,
By RICHARD ROE, Agent.

B. An executor:

- (1) JOHN H. DOE, Executor of the Estate of Richard Roe, Deceased.

C. An administrator:

- (1) JOHN H. DOE, Administrator of the Estate of Richard Roe, Deceased.

D. A guardian or committee:

- (1) JOHN H. DOE, Guardian (or Committee) of the Estate of Harry Roe, Minor (or Incompetent).

E. A receiver or liquidator:

- (1) JOHN H. DOE, Receiver (or Liquidator) of A B C Co., Inc.

F. Trustee:

- (1) JOHN H. DOE, Trustee for the Heirs of Richard Doe, Deceased.

G. A State, county, or municipal officer:

- (1) DOUGLAS COUNTY, MICH.,
By JOHN H. DOE, County Commissioner.

H. A Federal officer:

- (1) Such officer must indicate his title.

I. A member of a partnership:

- (1) SMITH & JONES,
By JOHN SMITH, a partner.

J. An officer of a corporation:

- (1) A B C Co., Inc.
By RICHARD ROE, President (or other officer).

The address of each applicant and the date of his signature should be shown in the spaces indicated. Each signature by mark must be witnessed by one person, whose signature must be in the original and handwritten. It is not required that signatures be witnessed unless they are made by mark. Traced signatures and carbon impressions of signatures are not acceptable.

The community and county committees are charged with the responsibility of determining that a person who signs an application for payment in a representative capacity has the proper authority to so act. The execution of the "Certificate of county committee" shall constitute a certification of the county committee by a member thereof that the person who signs the application in a representative capacity does possess the necessary authority to so act. In the event the community and county committees do not have the personal knowledge that such representative has the necessary authority, they should require such person to show proper evidence of his authority. No written evidence of such authority need be attached to the application.

Section IV.—The person signing as supervisor or committeeman must not be a near relative of any interested person shown on form 114 or have a financial interest of any kind in the farm covered by the form 114. The date the supervisor or committeeman approves the application should be entered opposite his signature in the space indicated.

Section V.—After the county committee has approved form 114, one member of that committee should sign in the space indicated, showing the recommendation of the committee, at which time the date should be entered opposite his signature.

The same person shall not sign both the certificate of inspection and the certificate of county committee.

The certificate of county committee should not be executed prior to the time the form is signed by the applicant(s).

Form 114 should have the following typed in at the bottom of the page below the certificate of county committee:

APPROVED :

----- Date -----, 1937.
County agent (or other title)

Form 114 should then be given to the county agent to be examined and approved by him if he finds it to be in the proper form.

The county agent should affix his signature and enter the date in the spaces provided. If the county agent desires to delegate the assistant county agent or the assistant in agricultural conservation employed in his office to approve form 114 and related documents, which such assistant finds to be in proper form, he may do so by executing in quadruplicate an authorization in writing and delivering the original and one copy to the State office, handing one copy to the person so delegated, and retaining the other copy in the county agent's files. This authorization should be substantially in the following form:

"I, county agricultural agent for the county of -----, State of -----, do hereby authorize -----, assistant county agent (or assistant in agricultural conservation) employed in my office, to approve forms SR-114 and related documents and affix his signature to such documents in my stead and indicate his title thereon whenever he finds them to be in proper form. This authorization is to remain in effect while such person is employed in my office, unless sooner canceled or revoked by me in writing.

"Following is a specimen of the signature of the assistant county agent (or assistant in agricultural conservation) : ----- .

"If cancelation or revocation of this authorization is necessary, it will be accomplished by notifying the State office in writing that this authorization is thereby canceled or revoked and by filing a copy of such notice and handing a copy to such person if he is then employed in my office.

"Dated -----.

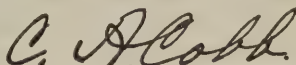
-----"
(County Agent)

The signatures of the applicant(s) in section III, the supervisor or committeeman in section IV, the county committeeman in section V, and the county agent (or his duly authorized assistant) at the bottom of the page, must be properly executed on both copies of the form 114 forwarded to the State office and on the copy retained in the county office.

When forms 114 are completed they should be listed on form SR-115, "Transmittal sheet", in quadruplicate and each transmittal sheet numbered consecutively. The original should be mailed to the State office under separate cover, two copies placed in the shipment

of forms 114, and one copy retained in the county office. Application serial numbers prefixed by the same letter, if that system of numbering is used, should be listed together, but separate sheets are not required for different prefix letters. In all cases forms 114 shall be listed numerically. The State office will issue further instructions relative to the transmittal of forms 114 to that office.

Issued July 24, 1937, with the approval of the Administrator.

A handwritten signature in dark ink, appearing to read "C. A. Cobb". The script is cursive and fluid, with the first letters of each name being capitalized and prominent.

*Director, Southern Division,
Agricultural Adjustment Administration.*

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 105, KEMPER COUNTY, MISSISSIPPI

INSTRUCTIONS FOR FILLING OUT APPLICATION FOR PAYMENT
(FORM SR-109)

Each person applying for payment must have filed Work Sheets, Form SR-101 (hereinafter referred to as work sheet or Form 101), with the County Committee covering all land in Kemper County owned or operated by him in 1937. Every farm in the county owned or operated by each person making application for payment must be accounted for by filing either an "Application for Payment", Form SR-109 (hereinafter referred to as Form 109), or a "dummy" application on Form 109. A "dummy" application is one which is not signed by any interested person.

Before the Form 109 is prepared, it should be determined that:

1. The data shown on Form SR-108-Kemper County, Mississippi, "Report of Performance" (hereinafter referred to as Form 108), have been properly determined and entered (and that such data agree with those shown on the corresponding "Supplement to Farm Map", Form SR-111a, if a Form SR-111a was prepared).

2. If in 1937 a program is being or has been carried out on the farm in cooperation with either the Soil Conservation Service or the Farm Security Administration (formerly Resettlement Administration), all practices entered in section V have been approved for payment on Form ACP-35, "Soil-Building Practice Report", applicable to the farm.

3. There are entered in lines 31 and 32, Form 108, the work sheet serial numbers of all farms in Kemper County owned or operated by the owner and operator, respectively, except those entered in section I of such Form 108.

Prepare Form 109 in triplicate (in quadruplicate if the operator is a share-tenant). The original should be sent to the State office, together with the corresponding Form 108, one copy retained in the county office and one copy given to the operator (and one copy should be sent to the owner, if the operator is a share tenant).

Instructions regarding the determination of performance are in Southern Region Bulletin 103-Kemper County, Mississippi.

Any correction in the data on the Form 109 which would affect the payment to be made thereunder should be made by drawing a light

line through the original entry and entering the correct data immediately above or to the left of the original entry. Any such correction must be initialed by the Supervisor or Committeeman executing the "Certificate of Inspection" (Section IX), and the County Committeeman executing the "Certificate of County Committee" (Section X). If either of these persons cannot be located for the purpose of initialing any such correction, it must be initialed by another member of the County Committee and a statement, signed by the County Agent, attached to the Form 109 setting forth the reason why the initials of the Supervisor or Committeeman who originally signed the Form 109 could not be secured.

The per acre yield figures and the productivity index shall be expressed in whole numbers only. Fractions amounting to half a unit or less shall be dropped and fractions amounting to more than half a unit shall be considered a whole unit.

Express all acreages to the nearest tenth of an acre; hundredths amounting to five or less shall be dropped, and hundredths amounting to more than five shall be considered a whole tenth.

Enter the State and County code and application serial number in the space provided in the upper right corner. Form 109 and the corresponding Form 108 must be given the same serial number and must cover identical land. Unless instructed otherwise by the State office, the application serial number will be determined as follows: (1) If the land covered by the Form 109 is covered by a single work sheet, the application serial number will be the same as the work sheet serial number. (2) If the land covered by the Form 109 is covered by more than one work sheet, the application serial number will be the same as the lowest serial number of any such work sheet.

The serial number(s) of work sheet(s) covering the land which is covered by the Form 109 should be entered on the line immediately below.

Enter "Kemper County, Mississippi" in the spaces provided for the name of the State and County.

Section I. - Each applicant should familiarize himself with the provisions of section I because it contains the certifications made by each person applying for payment.

Section II. - Enter in the space provided the soil-conserving acreage on the farm in 1937 from line 27 of Form 108. This is the soil-conserving acreage qualifying to meet the minimum acreage requirement of soil-conserving crops for the farm in accordance with the provisions of section 14 of Southern Region Bulletin 101 - Kemper County, Mississippi, as amended (hereinafter referred to as Bulletin 101).

Section III. - No entry should be made in section III.

Section IV. - Enter in section IV the acreage of general soil-depleting crops required for home needs, which may be obtained from the entry in the box immediately below line 8, Form 108.

Section V. - The information to be entered in section V is that shown in section III of Form 108. The name of the operator, and of the owner if the operator is a share-tenant, should be entered in all cases. If the operator is also the owner the word "Same" should be entered in the space for the name of the owner. If either the owner or operator owns or operates no other farm in Kemper County, the word "None" must be entered in the respective line.

Section VI. - No entries should be made in lines 1 through 5.

In line 6 enter the total acreage of cropland on the farm in 1937 as shown in line 30, column D, of Form 108.

No entry should be made in line 7 or line 8.

In line 9 insert the word "terraces" and enter the acreage of land on the farm on which terraces were constructed in 1937. This will be obtained by adding the entries in lines 15 and 26 of Form 108.

Section VII. - In line 1, columns B and E, enter the final adjustment of the base acreages of cotton and general soil-depleting crops, as shown in lines 2 and 5, column M, of Form 101.

In line 2, columns B and E, enter the 1937 acreage of cotton and general soil-depleting crops from the respective entries in lines 8 and 9 of Form 108.

In line 3, column B, enter the yield per acre for cotton as shown in line 2, column N, of Form 101. If an acreage of land on any farm was devoted to cotton and no cotton base was established for the farm in 1937, the yield per acre of cotton to be entered on the Form 109 shall be the yield per acre determined by the County Committee to be the normal yield per acre of cotton for similar land in the same community.

The productivity index must be entered in line 3, column E, from line 5, column N, Form 101, if

(1) The general base is in excess of the acreage required for home consumption needs and there has been diversion from the general base, or

(2) The acreage devoted to crops in the general soil-depleting base exceeds the general base or the acreage required for home consumption needs, whichever is the greater.

Otherwise, it is not necessary that the productivity index be entered.

If the land covered by more than one work sheet is covered by a single Form 109, the base acreages to be entered shall be the sum of the respective soil-depleting bases shown on the work sheets covering the land covered by the Form 109. In such cases, the base yield per acre of cotton and the productivity index shall be the average of the yields per acre of cotton and of the productivity indexes for such farms weighted by the applicable cotton soil-depleting bases and the general soil-depleting bases.

If a farm has been subdivided since Form 101 was executed, each subdivision covered by a Form 109 must also be covered by a separate Form 101 and 108.

Section VIII. - Express all acreages of approved soil-building practices to the nearest tenth of an acre; hundredths amounting to five or less shall be dropped, and hundredths amounting to more than five shall be considered a whole tenth.

Express all units (other than acreages) of approved soil-building practices to the nearest whole number; tenths amounting to five or less shall be dropped, and tenths amounting to more than five shall be considered a whole number.

In line 1, columns H through L, enter the practice number(s) of the approved soil-building practice(s) carried out on the farm in 1937 from section V of Form 108.

In line 3, columns H through L, enter in the respective column the total units of each of the practices carried out on the farm in 1937 from section V of Form 108.

Lines 5 through 10 of sections VII and VIII. -

The name of each producer entitled to share in any soil-depleting crop (or the proceeds thereof) grown on the farm in 1937, or who incurred expense in carrying out any approved soil-building practice on the farm in 1937, shall be typed or printed in column A of one of the lines 5 through 10.

Form SR-109, Supplement 1, "Continuation Sheet for Sections VII and VIII of Application for Payment", is to be used if more than six persons share in the soil-depleting crops (or the proceeds thereof) grown on the farm in 1937 or in the expense incurred in carrying out any approved soil-building practice on the farm in 1937. Each Form SR-109, Supplement 1, should be properly identified by the State and county code and application serial number and securely attached to the corresponding Form 109.

If more than five approved soil-building practices are carried out on any farm, section VIII of the Form 109 covering that farm may be extended by attaching to the right of section VIII a section VIII from another Form 109, and Supplement 1 to Form 109, if necessary.

If, prior to the completion of harvest, a person voluntarily ceases to cultivate, sells, abandons, or through his own fault or neglect loses control of any soil-depleting crop in connection with which a class I payment is to be made, such person shall not be shown on the Form 109 as having an interest in that soil-depleting crop but his successor in interest shall be shown on Form 109 as the person who is entitled to such crop or to share therein in accordance with the lease or operating agreement; except that by agreement (such agreement to be indicated by their signatures on Form 109) of such person and his successor in interest such acreage may be divided among them. It is to be noted that this in no way affects the eligibility of a producer to receive a class II payment.

If any person who had an interest in any soil-depleting crop on the farm in 1937 is not shown on the Form 109 covering such farm for the reason that, prior to completion of harvest, such person voluntarily ceased to cultivate, sold, or abandoned or through his own fault or neglect lost control of any soil-depleting crop in connection with which a class I payment is to be made, the operator of the farm shall submit, together with the Form 109, a witnessed statement setting forth

(1) That the statement is being made in connection with the designated application for payment under the 1937 Agricultural Conservation Program.

(2) The date of sale or abandonment.

(3) The circumstances in connection with such sale or abandonment.

(4) What the interests of such person would have been but for such sale or abandonment.

(5) The name of the successor in interest in respect of that crop.

Before approving any such application for payment, the statement must be found correct by the County Committee and approved by at least two members of the committee, after it has allowed full opportunity for the producer losing control of such crop to be heard. This statement must be securely fastened to the related Form 109.

If, as a result of attachment, foreclosure, or other similar legal process, any person loses possession of any soil-depleting crop in connection with which a class I payment is to be made, or the land on which such crop was planted, such person shall nevertheless be shown on Form 109 as entitled to receive the class I payment with respect to such crop or to share therein, as the case may be, and the incoming producer shall not be shown as having an interest in the class I payment.

If control of a farm is lost through the expiration of a lease or operating agreement during 1937, the incoming producer shall not be shown on Form 109 as having an interest in the class I payment with respect to any soil-depleting crop which is harvested, or which under normal conditions would be ready for harvest, prior to the termination of the lease or operating agreement; except that if the County Committee finds that both the outgoing producer and the incoming producer have contributed to performance in 1937 with respect to the crop(s) in that soil-depleting base and they have agreed upon a division between them of the acreage of such crop(s), both of the producers shall be shown on the Form 109 and their acreage shares shall be determined according to their agreement. In such cases, the producers' agreement shall be indicated by their signatures on the Form 109. If such producers are unable to agree, the County Committee shall recommend, subject to the approval of the Administrative Officer in Charge in the State, acting with the advice and consent of the State Committee, and also subject to the approval of the Director of the Southern Division, the division of such acreage between such persons on the basis found by it to be most equitable having due regard to the measure of performance contributed by each producer and shall support its recommendation by a letter setting forth fully the facts in the case.

Enter opposite the name of each interested person his acreage share with respect to each soil-depleting crop and his unit share with respect to each approved soil-building practice or the word "All", if applicable.

The acreage share of each person entitled to share in the soil-depleting crop(s) (or the proceeds thereof) in either soil-depleting base shall be determined in accordance with one of the methods specified in subsection (e), section 15 of Bulletin 101. Only one method may be used on any one farm even though diversion is made from both the cotton and general soil-depleting bases.

If no payment may be made with respect to either soil-depleting base, it will not be necessary that the column in which the soil-depleting base is shown be filled out below line 3; except that if no payment may be made with respect to the farm covered by the Form 109 (whether or not a "dummy" application), each interested person's acreage share in each soil-depleting crop must be shown.

A. If diversion was made ratably by all producers on the farm and if crop(s) in the cotton and general soil-depleting bases established for the farm were grown on the farm in 1937, each producer's acreage share of the 1937 acreage of cotton and general soil-depleting crops shall be entered opposite his name in the applicable column. In such cases the sum of the acreage shares entered from line 4 down in each column must equal the 1937 planted acreage entered in line 2 in that column.

B. If no acreage was devoted to the crop(s) in one of more soil-depleting bases established for the farm in 1937 or if the County Committee finds that diversion was not made ratably by all producers on the farm, enter either

(1) Each producer's acreage share of the difference between each soil-depleting base and the 1937 acreage of the crop(s) is that base (in which case the sum of the acreage shares entered from line 4 down in each column must equal the difference between lines 1 and 2 in that column) or

(2) Each producer's acreage share of each soil-depleting base determined by his contribution to that base (in which case the sum of the acreage shares entered from line 4 down in each column must equal the base acreage entered in line 1 in that column).

In cases where the farm is composed of only one producer unit and no acreage on the farm is devoted in 1937 to the crop(s) in one or more soil-depleting bases established for the farm, the acreage shares to be entered on the Form 109, pursuant to paragraph B (1) and B (2) above, may be determined by agreement of all producers on the farm provided the contribution of each interested person with respect to each soil-depleting base in connection with which a payment is to be made is in the same proportion that he would have shared in that soil-depleting crop (or the proceeds thereof) under the lease or operating agreement. In such cases there shall be attached to the Form 109 a statement, signed by each producer on the farm, that there is only one producer unit on the farm and that the contribution of each interested person with respect to each soil-depleting crop is in the same proportion that he would have shared in that soil-depleting crop (or the proceeds thereof) under the lease or operating agreement.

In cases where the farm is composed of only one producer unit and no acreage on the farm was devoted in 1937 to the crop(s) in one or more soil-depleting bases established for the farm and the contribution of each interested person with respect to any soil-depleting base in connection with which a payment is to be made is not in the same proportion that such person would have shared in that soil-depleting crop (or the proceeds thereof) under the lease or operating agreement, and in cases where the farm is composed of more than one producer unit and either no acreage on the farm was devoted in 1937 to the crop(s) in one or more soil-depleting bases established for the farm or the County Committee finds that diversion was not made ratably, the acreage share of each producer may, subject to the approval of the Administrative Officer in Charge or the Acting Administrative Officer in Charge in the State Office, acting with the advice and consent of the State Committee, be determined, pursuant to either paragraph B (1) or B (2) above, by agreement of all producers on the farm signified in the presence of at least two members of the County Committee, provided such agreement is found by the County Committee to be equitable to all concerned.

If the acreage shares are determined pursuant to either paragraph B (1) or B (2) above, there shall be attached to the Form 109 a statement, signed by the operator, setting forth:

1. The acreage normally planted to each soil-depleting crop on each producer unit on the farm, and

2. The acreage of each soil-depleting crop in 1937 on each such producer unit.

There shall also be attached the agreement signed by all producers on the farm, which agreement must be made in the presence of and approved by at least two members of the County Committee and must contain the following certifications.

1. That the share of one or more producers in the acreage diverted in 1937 from at least one soil-depleting base differs materially from the share(s) of such producer(s) in the 1937 acreage of the crops in such base.

2. That each producer has heard the agreement read in the presence of at least two County Committeemen before whom all the producers appeared (either at the same time or at different times if not practicable for all to appear at one time).

3. That each producer has a full understanding of the significance of the agreement and of the effect thereof on the payment which he will receive.

4. That each producer voluntarily enters into the agreement and certifies that no coercion was brought to bear by any person for the purpose of causing him to enter into the agreement.

There shall also be attached the approval of at least two members of the County Committee which must certify that:

1. All producers on the farm appeared before the two members of the County Committee whose signatures are subscribed, that the acreage share of each producer was specifically agreed upon in their presence, and that the entire agreement was read in the presence of all such producers (either at the same time or at different times if not practicable for all to appear at one time).

2. The bona fide signatures of all the producers appear in the agreement.

3. The County Committee has examined all available records showing the number of tenants and croppers on the farm in the years 1936 and 1937 and that no unreasonable reduction in the number of tenants has been made. If any reduction has been made, a statement setting forth the reasons therefor and whether or not the County Committee considers such reduction reasonable shall be made a part of the certification.

4. The County Committee firmly believes that no producer signed the agreement because of coercion.

5. The County Committee is convinced that the information contained in the agreement is correct and believes the agreement will result in an equitable distribution of the class I payment.

If the producers' acreage shares are determined pursuant to either paragraph B (1) or paragraph B (2) above and the agreement is not signed by all producers on the farm, the County Committee may recommend, subject to the approval of the Administrative Officer in Charge in the State Office, acting with the advice and consent of the State Committee, and the approval of the Director of the Southern Division, its determination of the acreage share of each producer with respect to each soil-depleting base established for the farm. Such recommendation shall set forth fully the facts upon which the recommendation was based and shall be attached to the Form 109.

The entries to be made in the left side of column F opposite the name of each person furnishing the workstock and equipment are as follows:

(a) If the entries in columns B and E are made pursuant to paragraph A, page 6, enter opposite each person's name in the left side of column F that acreage which represents the sum of the 1937 planted acreage of crops in the cotton and general soil-depleting bases with respect to which payment is to be made, for which such person furnished the workstock and equipment. In such cases the sum of the acreages entered in column F should equal the sum of the 1937 planted acreages appearing in line 2, columns B and E, with respect to which a class I payment is to be made.

(b) If the entries in columns B and E are made pursuant to paragraph B (1) above, enter opposite each person's name in the left side of column F that acreage which represents the sum of the contributions to the difference between each soil-depleting base with respect to which a class I payment is to be made for which such person furnished the workstock and equipment. In such cases the sum of the acreages entered in column F must equal the sum of the differences between lines 1 and 2, columns B and E, for soil-depleting bases with respect to which a class I payment is to be made.

(c) If the entries in columns B and E are made pursuant to paragraph B(2) above enter opposite each person's name in the left side of column F that acreage which represents the sum of the acreages of the soil-depleting bases with respect to which payment is to be made for which such person furnished the workstock and equipment. In such cases the sum of the acreage figures entered in column F must

equal the sum of the base acreages appearing in line 1 with respect to which a class I payment is to be made.

The same method used for dividing the workstock and equipment payment for the farm shall be used for dividing the land payment. No entries should be made in the right side of column F or column G.

The class II payment with respect to any approved soil-building practice shall be made to the eligible person who the County Committee determines incurred the expense in 1937 of carrying out the soil-building practice. If the County Committee determines that two or more persons shared in the expense incurred in carrying out any approved soil-building practice, the units with respect to which such persons shared in the expense incurred shall be divided equally among them. In determining whether a person incurred the expense in carrying out any approved soil-building practice, consideration should be given to each item of expense such as purchasing seed, fertilizer, or other materials, or employing labor; to labor performed without otherwise receiving compensation therefor; and to the workstock and equipment furnished. The units with respect to which each person incurred the expense or the word "All", if applicable, should be entered opposite his name in the applicable columns H through L.

APC-16, "Instructions on Signatures and Authorizations", is hereby made a part of these instructions. The instructions contained therein should be followed.

The signatures of the applicants should appear in lines 5a through 10a in the same order that their names appear in lines 5 through 10. Each signature must be in the original handwriting of the applicant or his duly authorized representative and should appear exactly as the name is typed or printed above in lines 5 through 10. All signatures (whether of principals, agents, witnesses, committeemen, or officials) should be in ink or indelible pencil. Traced signatures, carbon impressions, and facsimile signatures are not acceptable.

If any interested person who otherwise would share in the payment refuses to sign the Form 109, a statement by such person setting forth fully his reason for refusing to sign should be attached to the Form 109. If such statement cannot be obtained, there should be attached to the Form 109 a statement signed by the County Agent indicating the efforts which have been made to secure the signature and statement of such producer. If, for any other reason, the signature of any interested person who otherwise would share in the payment cannot be obtained, a statement of the reason for the failure of such person to sign should be written in the line where he would have signed and be initialed by the County Agent. Payment may be made later to any such producer if, within the time limit for accepting applications, he submits an application on a Form 109 properly executed by him.

The name and signature of a person on Form 109 or any related paper for and on behalf of himself should be in the form in which he customarily signs business documents.

The signatures of cosigners (joint owners or joint operators) on Form 109 or any related paper should be signed by each cosigner as an individual.

Example:

	John H. Doe
	Will Doe

The signature of a sole proprietor on Form 109 or any related paper for and on behalf of a business owned solely by himself should indicate the name of the business immediately above his signature and the fact that he is the sole proprietor.

Example: X Y Z Co.,
By John H. Doe,
Sole Proprietor

Where Form 109 or any related paper is signed in a representative or fiduciary capacity, the person signing should indicate the principal or the estate, as the case may be, and the capacity in which he signs. The signature should be in the following form:

A. An agent or attorney-in-fact:

(1) John H. Doe
By Richard Roe, Agent (or Attorney-in-Fact)

(2) Jones & Smith, A Partnership,
By Richard Roe, Agent (or Attorney-in-Fact)

(3) A B C Co., Inc.,
By Richard Roe, Agent (or Attorney-in-Fact)

B. An executor:

John H. Doe, Executor of the Estate of
Richard Roe, Deceased.

C. An administrator:

John H. Doe, Administrator of the Estate of
Richard Roe, Deceased.

D. A guardian or committee:

John H. Doe, Guardian (or Committee)
of the Estate of Harry Roe, Minor (or
Incompetent)

E. A receiver or liquidator:

John H. Doe, Receiver (or Liquidator)
of A B C Co., Inc.

F. Trustee:

John H. Doe, Trustee for the Heirs of
Richard Roe, Deceased

G. A State, county, or municipal officer:

Kemper County, Mississippi,
By John H. Doe, County Commissioner

H. A Federal officer:

Such officer must indicate his exact title.

I. A member of a partnership:

Smith & Jones
By John Smith, a partner

J. An officer of a corporation:

A B C Co., Inc.,
By Richard Roe, President (or other
duly authorized officer)

The full mail address of each applicant and the date of his signature should be shown in the spaces provided.

Each signature by mark must be witnessed by one disinterested person, whose signature must be in the original and handwritten. It is not required that signatures be witnessed unless they are made by mark.

Section IX. - The person signing as Supervisor or Committeeman must not be a near relative of any interested person shown on Form 109 or have any sort of financial interest in the farm covered by the Form 109. The date the Supervisor or Committeeman approves the application should be entered in the space provided.

Section X. - The County Committee is charged with the responsibility of determining that a person who signs an application for payment in a representative capacity has the proper authority so to act. The execution of the "Certificate of County Committee" shall constitute a certification of the County Committee by a member thereof that the person who signs the application in a representative capacity does possess the necessary authority so to act. In the event the Community and County Committees do not have the personal knowledge that such representative has the necessary authority, they should require such person to show proper evidence of his authority. (See ACP-16 as to what constitutes acceptable evidence of such authority.) No written evidence of such authority need be attached to the application.

The County Committee shall not approve payment to any producer who it finds

(1) has adopted any practice which tends to defeat any of the purposes of the 1937 Agricultural Conservation Program, or

(2) has, through any device or scheme or in any other manner indicated in Section 16 of Southern Region Bulletin 101, offset performance with respect to which payment would otherwise be made.

If any such producer insists upon the submission of his application, the County Committee shall submit his application unapproved by it to the State Committee, together with a report containing all available facts, information, and forms regarding the performance on all farms involved, and any statement such producer may file, with its request that appropriate disposition be made and, if necessary, that the case be referred to the Southern Division for the formulation of an appropriate rule if required for the proper administration of the law.

After the County Committee has approved Form 109, one member of that committee should sign in the space indicated, showing the recommendation of the committee, at which time the date should be entered in the space provided.

The "Certificate of County Committee" should not be executed prior to the time the form is signed by the applicant(s).

The same person shall not sign both the "Certificate of Inspection" and the "Certificate of County Committee".

If the County Agent finds the Form 109 to be in proper form, he should affix his signature and enter the date in the spaces provided.

If the County Agent desires to delegate to the Assistant County Agent or the Assistant in Agricultural Conservation employed in his office the authority to approve applications for payment and related documents, which such assistant finds to be in proper form, he may do so by executing in quadruplicate an authorization in writing and delivering the original and one copy to the State Office, handing one copy to the person so designated, and retaining the other copy in the County Agent's files. This authorization should be substantially in the following form:

"I, County Agricultural Extension Agent for the County of Kemper, State of Mississippi, do hereby authorize _____, Assistant County Agent (or Assistant in Agricultural Conservation) now employed in my office, in my stead to approve applications for payment and related documents and affix his signature to such documents and indicate his title thereon whenever he finds them to be in proper form. This authorization is to remain in effect while such person is employed in my office, unless sooner canceled or revoked by me in writing.

"Following is a specimen of the signature of said Assistant County Agent (or Assistant in Agricultural Conservation):

_____.

"If cancelation or revocation of this authorization is necessary, it will be accomplished by notifying the State Office in writing that this authorization is hereby canceled or revoked and by filing in the records of this office a copy of such notice and handing a copy to such person if he is then employed in my office.

"Dated _____

County Agent

The signatures of the applicant(s) in section VII, the Supervisor or Committeemen in section IX, the County Committeeman in section X, and the County Agent (or his duly authorized assistant) in section XI, must be properly executed on both the copy of the Form 109 forwarded to the State Office and on the copy retained in the county office.

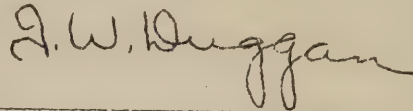
Before submitting Forms 109 to the State Office, the county office should determine that:

- (1) All data have been correctly entered on Form 109.
- (2) All alterations and erasures have been properly initialed.
- (3) Either an application for payment or a "dummy" application has been made covering each farm in the county owned or operated by the owner and operator, respectively, shown on the Form 109.
- (4) Each interested person has signed the Form 109 or there is a proper explanation as to why he has not done so.
- (5) All signatures of interested persons are genuine and agree with their names as printed or typed in line 5 and subsequent lines.
- (6) The corresponding Form 108 is attached.

Form SR-115, "Transmittal Sheet", should be prepared in quadruplicate and each transmittal sheet numbered consecutively. The original should be mailed to the State Office under separate cover, two copies placed in the shipment of Form 109, and one copy retained in the county office. Application serial numbers prefixed by the same letter, if that system of numbering is used, should be listed together, but separate sheets are not required for different prefix letters. Insofar as possible, Forms 109

for each applicant should be listed numerically. All Forms 109 covering land owned or operated by an applicant shall be listed on one transmittal sheet. The State Office will issue further instructions relative to the transmittal of Forms 109 to that office.

Issued November 4, 1937, with the approval of the Administrator.



I. W. Duggan,
Acting Director, Southern Division,
Agricultural Adjustment Administration.

BUREAU OF
CULTURAL ECONOMICS
UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION

1937 AGRICULTURAL CONSERVATION PROGRAM

SOUTHERN REGION BULLETIN 105 - PULASKI COUNTY, ARKANSAS

INSTRUCTIONS FOR FILLING OUT APPLICATION FOR PAYMENT
(FORM SR-109)

Each person applying for payment must have filed Work Sheets, Form SR-101 (hereinafter referred to as work sheet or Form 101), with the County Committee covering all land in the county owned or operated by him in 1937. Every farm in Pulaski County owned or operated by each person making application for payment must be accounted for by filing either an "Application for Payment", Form SR-109 (hereinafter referred to as Form 109), or a "dummy" application on Form 109. A "dummy" application is one which is not signed by any interested person.

Before the Form 109 is prepared, it should be determined that:

1. The data shown on Form SR-108-Pulaski County, Ark., "Report of Performance" (hereinafter referred to as Form 108), have been properly determined and entered (and that such data agree with those shown on the corresponding "Supplement to Farm Map", Form SR-111a, if a Form SR-111a was prepared).

2. If in 1937 a program is being or has been carried out on the farm in cooperation with either the Soil Conservation Service or the Farm Security Administration (formerly Resettlement Administration), all practices entered in section V have been approved for payment on Form ACP-35, "Soil-Building Practice Report", applicable to the farm.

3. There are entered in lines 31 and 32, Form 108, the work sheet serial numbers of all farms in Pulaski County owned or operated by the owner and operator, respectively, except those entered in section I of such Form 108.

Prepare Form 109 in triplicate (in quadruplicate if the operator is a share-tenant). The original should be sent to the State office, together with the corresponding Form 108, one copy retained in the county office and one copy given to the operator (and one copy should be sent to the owner, if the operator is a share-tenant).

Instructions regarding the determination of performance are in Southern Region Bulletin 103-Pulaski County, Arkansas.

Any correction in the data on the Form 109 which would affect the payment to be made thereunder should be made by drawing a light line through the original entry and entering the correct data immediately above or to the left of the original entry. Any such correction must be initialed by the Supervisor or Committeeman executing the "Certificate of Inspection" (Section IX), and the County Committeeman executing the "Certificate of County Committee" (Section X). If either of these persons cannot be located for the purpose of initialing any such correction, it must be initialed by another member of the County Committee and a statement, signed by the County Agent, attached to the Form 109 setting forth the reason why the initials of the Supervisor or Committeeman who originally signed the Form 109 could not be secured.

The per acre yield of cotton shall be expressed in whole numbers only. Fractions amounting to half a unit or less shall be dropped and fractions amounting to more than half a unit shall be considered a whole unit.

Express all acreages to the nearest tenth of an acre; hundredths amounting to five or less shall be dropped, and hundredths amounting to more than five shall be considered a whole tenth.

Enter the State and county code and application serial number in the space provided in the upper right corner. Form 109 and the corresponding Form 108 must be given the same serial number and must cover identical land. Unless instructed otherwise by the State office, the application serial number will be determined as follows: (1) If the land covered by the Form 109 is covered by a single work sheet, the application serial number will be the same as the work sheet serial number. (2) If the land covered by the Form 109 is covered by more than one work sheet, the application serial number will be the same as the lowest serial number of any such work sheet.

The serial number(s) of work sheet(s) covering the land which is covered by the Form 109 should be entered on the line immediately below.

Enter "Pulaski County, Arkansas" in the spaces provided for the names of the State and county.

Section I. - Each applicant should familiarize himself with the provisions of section I because it contains the certifications made by each person applying for payment.

Section II. - Enter in the space provided the soil-conserving acreage on the farm in 1937 from line 27 of Form 108.

Section III. - No entry should be made in section III.

Section IV. - No entry should be made in section IV.

Section V. - The information to be entered in section V is that shown in section III of Form 108. The name of the operator, and of the owner if the operator is a share-tenant, should be entered in all cases. If the operator is also the owner, the word "Same" should be entered in the space for the name of the owner. If either the owner or operator owns or operates no other farm in Pulaski County, the word "None" must be entered in the respective line.

Section VI. - No entries should be made in section VI for farms under Pulaski County Program A.

For farms under Pulaski County Program B, the entries to be made in section VI are as follows:

1. In line 1 enter the acreage of commercial orchards on the farm on January 1, 1937, as shown in line 11, Form 108.

2. In line 2 enter the acreage of cropland on the farm on which only one crop of commercial vegetables was grown in 1936, as shown in line 28, column N, Form 101.

3. In line 3 enter the acreage of cropland on the farm on which two or more crops of commercial vegetables were grown in 1936, as shown in line 29, column N, Form 101.

4. In line 6 enter the total acreage of cropland on the farm in 1937 as shown in line 30, column D, of Form 108.

If the land covered by more than one work sheet is covered by a single Form 109, the entries to be made in section VI from the work sheets shall be the sum of the respective entries on the work sheets.

Section VII. - In line 1, column B, enter the final adjustment of the cotton base acreage shown in line 2, column M, of Form 101.

In line 2, column B, enter the 1937 acreage of cotton. The acreage to be entered in line 2 shall be obtained from line 9 of Form 108.

In line 3, column B, enter the yield per acre of cotton as shown in line 2, column N, of Form 101. If an acreage of land on any farm was devoted to cotton and no cotton base was established

for the farm in 1937, the yield per acre of cotton to be entered on the Form 109 shall be the yield per acre determined by the County Committee to be the normal yield per acre for cotton for similar land in the same community.

If the land covered by more than one work sheet is covered by a single Form 109, the cotton base acreages to be entered shall be the sum of the cotton soil-depleting bases shown on the work sheets covering the land covered by the Form 109. In such cases, the base yield per acre of cotton shall be the average of the yields per acre of cotton for such farms weighted by the applicable cotton soil-depleting bases.

If a farm has been subdivided since Form 101 was executed, each subdivision covered by a Form 109 must also be covered by a separate Form 101 and 108.

Section VIII. - For farms under Pulaski County Program A where the class I payment is less than \$20.00 and for farms under Program B, the extent to which each approved soil-building practice was carried out should be entered in section VIII.

Express all acreages of approved soil-building practices to the nearest tenth of an acre; hundredths amounting to five or less shall be dropped, and hundredths amounting to more than five shall be considered a whole tenth.

Express all units (other than acreages) of approved soil-building practices to the nearest whole number; tenths amounting to five or less shall be dropped, and tenths amounting to more than five shall be considered a whole number.

In line 1, columns H through L, enter the practice number(s) of the approved soil-building practice(s) carried out on the farm in 1937 from section V of Form 108.

In line 3, columns H through L, enter in the respective column the total units of each of the practices carried out on the farm in 1937 from section V of Form 108.

Lines 5 through 10 of sections VII and VIII. -

The name of each producer entitled to share in the cotton crop (or the proceeds thereof) grown on the farm in 1937, or who incurred expense in carrying out any approved soil-building practice on the farm in 1937, should be typed or printed in column A of one of the lines 5 through 10.

Form SR-109, Supplement 1, "Continuation Sheet for Sections VII and VIII of Application for Payment", is to be used if more than six persons share in the cotton crop (or the proceeds thereof) grown on the farm in 1937 or in the expense incurred in carrying out any approved soil-building practice on the farm

in 1937. Each Form SR-109, Supplement 1, should be properly identified by the State and county code and application serial number and securely attached to the corresponding Form 109.

If more than five approved soil-building practices are carried out on any farm, section VIII of the Form 109 covering that farm may be extended by attaching to the right of section VIII a section VIII from another Form 109, and Supplement 1 to Form 109, if necessary.

Enter opposite the name of each interested person his acreage share of the difference between the cotton soil-depleting base and the 1937 acreage of cotton and his unit share with respect to each approved soil-building practice or the word "All", if applicable. The sum of the acreage shares entered from line 4 down in column B must equal the difference between lines 1 and 2 in that column. The acreage share of cotton of each producer shall be determined by agreement of all producers entitled to share in the cotton crop (or the proceeds thereof) as indicated by their signatures on the Form 109. The County Committee shall approve such agreement and indicate its approval by its certification on the Form 109, unless the Committee finds that one or more of such producers did not voluntarily enter into the agreement.

In cases where all interested persons do not agree as to their respective contribution to the difference between the cotton base and the 1937 cotton acreage, the County Committee shall recommend the division of acreage between such persons on the basis found by it to be in all the circumstances most fair and equitable. In such cases there shall be attached to the Form 109 a letter, signed by at least two members of the County Committee, setting forth fully the facts upon which the recommendation was based.

No entries should be made in columns F and G.

The class II payment with respect to any approved soil-building practice shall be made to the eligible person who the County Committee determines incurred the expense in 1937 of carrying out the soil-building practice. If the County Committee determines that two or more persons shared in the expense incurred in carrying out any approved soil-building practice, the units with respect to which such persons shared in the expense incurred shall be divided equally among them. In determining whether a person incurred the expense in carrying out any approved soil-building practice, consideration should be given to each item of expense such as purchasing seed, fertilizer, or other materials, or employing labor; to labor performed without otherwise receiving compensation therefor; and to the workstock and equipment furnished. The units with respect to which each person incurred the expense or the word "All", if applicable, should be entered opposite his name in the applicable columns H through L.

ACP-16, "Instructions on Signatures and Authorizations", is hereby made a part of these instructions. The instructions contained therein should be followed.

The signatures of the applicants should appear in lines 5a through 10a in the same order that their names appear in lines 5 through 10. Each signature must be in the original handwriting of the applicant or his duly authorized representative and should appear exactly as the name is typed or printed above in lines 5 through 10. All signatures (whether of principals, agents, witnesses, committeemen, or officials) should be in ink or indelible pencil. Traced signatures, carbon impressions, and facsimile signatures are not acceptable.

If any interested person who otherwise would share in the payment refuses to sign the Form 109; a statement by such person setting forth fully his reason for refusing to sign should be attached to the Form 109. If such statement cannot be obtained, there should be attached to the Form 109 a statement signed by the County Agent indicating the efforts which have been made to secure the signature and statement of such producer. If, for any other reason, the signature of any interested person who otherwise would share in the payment cannot be obtained, a statement of the reason for the failure of such person to sign should be written in the line where he would have signed and be initialed by the County Agent. Payment may be made later to any such producer if, within the time limit for accepting applications, he submits an application on a Form 109 properly executed by him.

The name and signature of a person on Form 109 or any related paper for and on behalf of himself should be in the form in which he customarily signs business documents.

The signatures of cosigners (joint owners or joint operators) on Form 109 or any related paper should be signed by each cosigner as an individual.

Example: John H. Doe
 Will Doe

The signature of a sole proprietor on Form 109 or any related paper for and on behalf of a business owned solely by himself should indicate the name of the business immediately above his signature and the fact that he is the sole proprietor.

Example:

	X Y Z Co.
By John H. Doe,	
Sole Proprietor	

Where Form 109 or any related paper is signed in a representative or fiduciary capacity, the person signing should indicate the principal or the estate, as the case may be, and the capacity in which he signs. The signature should be in the following form:

- A. An agent or Attorney-in-Fact:
- (1) John H. Doe
By Richard Roe, Agent (or Attorney-in-Fact)
 - (2) Jones & Smith, a Partnership,
By Richard Roe, Agent (or Attorney-in-Fact)
 - (3) A B C Co., Inc.,
By Richard Roe, Agent (or Attorney-in-Fact)

B. An executor:

John H. Doe, Executor of the Estate of
Richard Roe, Deceased

C. An administrator:

John H. Doe, Administrator of the Estate
of Richard Roe, Deceased

D. A guardian or committee:

John H. Doe, Guardian (or Committee)
of the Estate of Harry Roe, Minor (or
Incompetent)

E. A receiver or liquidator:

John H. Doe, Receiver (or Liquidator)
of A B C Co., Inc.

F. Trustee:

John H. Doe, Trustee for the heirs of
Richard Roe, Deceased

G. A State, county, or municipal officer:

Pulaski County, Arkansas,
By John H. Doe, County Commissioner

H. A Federal officer:

Such officer must indicate his exact title.

I. A member of a partnership:

Smith & Jones
By John Smith, a partner

J. An officer of a corporation:

A B C Co., Inc.,
By Richard Roe, President (or other
duly authorized officer)

The full mail address of each applicant and the date of his signature should be shown in the spaces provided.

Each signature by mark must be witnessed by one disinterested person whose signature must be in the original and handwritten. It is not required that signatures be witnessed unless they are made by mark.

Section IX. - The person signing as Supervisor or Committeeman must not be a near relative of any interested person shown on Form 109 or have any sort of financial interest in the farm covered by the Form 109. The date the Supervisor or Committeeman approves the application should be entered in the space provided.

Section X. - The County Committee is charged with the responsibility of determining that a person who signs an application for payment in a representative capacity has the proper authority so to act. The execution of the "Certificate of County Committee" shall constitute a certification of the County Committee by a member thereof that the person who signs the application in a representative capacity does possess the necessary authority so to act. In the event the Community and County Committees do not have the personal knowledge that such representative has the necessary authority, they should require such person to show proper evidence of his authority. (See ACP-16 as to what constitutes acceptable evidence of such authority.) No written evidence of such authority need be attached to the application.

The County Committee shall not approve payment to any producer who it finds

(1) Has adopted any practice which tends to defeat any of the purposes of the 1937 Agricultural Conservation Program, or

(2) Has, through any device or scheme or in any other manner indicated in Section 40 of Southern Region Bulletin 101 - Pulaski County, Arkansas, offset performance with respect to which payment would otherwise be made.

If any such producer insists upon the submission of his application, the County Committee shall submit his application unapproved by it to the State committee, together with a report containing all available facts, information, and forms regarding the performance on all farms involved, and any statement such producer may file, with its request that appropriate disposition

be made and, if necessary, that the case be referred to the Southern Division for the formulation of an appropriate rule if required for the proper administration of the law.

After the County Committee has approved Form 109, one member of that committee should sign in the space indicated, showing the recommendation of the committee, at which time the date should be entered in the space provided.

The "Certificate of County Committee" should not be executed prior to the time the form is signed by the applicant(s).

The same person shall not sign both the "Certificate of Inspection" and the "Certificate of County Committee."

Section XI.- If the County Agent finds the Form 109 to be in proper form, he should affix his signature and enter the date in the spaces provided.

If the County Agent desires to delegate to the Assistant County Agent or the Assistant in Agricultural Conservation employed in his office the authority to approve applications for payment and related documents, which such assistant finds to be in proper form, he may do so by executing in quadruplicate an authorization in writing and delivering the original and one copy to the State Office, handing one copy to the person so designated, and retaining the other copy in the County Agent's files. This authorization should be substantially in the following form:

"I, County Agricultural Extension Agent for the County of Pulaski, State of Arkansas, do hereby authorize _____, Assistant County Agent (or Assistant in Agricultural Conservation) now employed in my office, in my stead to approve applications for payment and related documents and affix his signature to such documents and indicate his title thereon whenever he finds them to be in proper form. This authorization is to remain in effect while such person is employed in my office, unless sooner canceled or revoked by me in writing.

"Following is a specimen of the signature of said Assistant County Agent (or Assistant in Agricultural Conservation):

"If cancelation or revocation of this authorization is necessary, it will be accomplished by notifying the State office in writing that this authorization is thereby canceled or revoked and by filing in the records of this office a copy of such notice and handing a copy to such person if he is then employed in my office.

"Dated _____

County Agent

The signatures of the applicant(s) in section VII, the Supervisor or Committeeman in section IX, the County Committeeman in section X, and the County Agent (or his duly authorized assistant) in section XI, must be properly executed on both the copy of the Form 109 forwarded to the State office and on the copy retained in the county office.

Before submitting Forms 109 to the State office, the county office should determine that:

(1) All data have been correctly entered on Form 109.

(2) All alterations and erasures have been properly initialed.

(3) Either an application for payment or a "dummy" application has been made covering each farm in Pulaski County owned or operated by the owner and operator, respectively, shown on the Form 109.

(4) Each interested person has signed the Form 109 or there is a proper explanation as to why he has not done so.

(5) All signatures of interested persons are genuine and agree with their names as printed or typed in line 5 and subsequent lines.

(6) The corresponding Form 108 is attached.

Form SR-115, "Transmittal Sheet", should be prepared in quadruplicate and each transmittal sheet numbered consecutively. The original should be mailed to the State office under separate cover, two copies placed in the shipment of Forms 109, and one copy retained in the county office. Application serial numbers prefixed by the same letter, if that system of numbering is used, should be listed together, but separate sheets are not required for different prefix letters. Insofar as possible, Forms 109 for each applicant should be listed numerically. All Forms 109 covering land owned or operated by an applicant shall be listed on one transmittal sheet. The State office will issue further instructions relative to the transmittal of Forms 109 to that office.

Issued November 4, 1937, with the approval of the Administrator.

I. W. Duggan

I. W. Duggan,
Acting Director, Southern Division,
Agricultural Adjustment Administration.